

## **NOTICE**

**PREPARATORY TO AWARDED ANY FUTURE DEVELOPMENT OF MAINTENANCE CONTRACTS FOR THIS SYSTEM, USER AGENCIES AND SUPPORTING PROCUREMENT ACTIVITIES MUST ASSURE SELECTED CONTRACTOR FIRMS AGREE TO AND DECLARE, IN WRITING, CONTRACT PERFORMANCE WILL BE LIMITED TO U.S. CITIZEN PERSONNEL ONLY. THIS IS A MANDATORY REQUIREMENT DUE TO THE MILITARY CRITICAL TECHNOLOGIES AND TECHNICAL INFORMATION WITH UNIQUE MILITARY UTILITY ASSOCIATED WITH AFFECTED SOFTWARE AND SUPPORTING DOCUMENTS.**

## **DESTRUCTION NOTICE**

**DESTROY BY ANY METHOD THAT WILL PREVENT DISCLOSURE OF CONTENTS OR RECONSTRUCTION OF DOCUMENT.**

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# ***SUMMARY of CHANGE***

AISM 25-P15-A01-AIX-SUM

Military Personnel Out-Processing (OUTPROC)

Software User Manual (SUM)

01 December 1999

This updated manual--

- Replaces all previous versions of Software User Manual (SUM) prepared in accordance with (IAW) Department of Defense (DOD) documentation standards MIL-STD-498, which was canceled on 27 May 1998.
- Adheres to the documentation standards contained in the Institute of Electrical and Electronics Engineers (IEEE)/Electronics Industries Association (EIA) standard, IEEE/EIA 12207, "Information Technology-Software Life Cycle Process".
- Provides information needed to use the system effectively.
- Contains a hierarchy diagram in Section 3 that is a quick-reference to the location of each available menu and screen.
- Provides a blank copy of DA Form 2028 (Recommended Changes to Publications and Blank Forms). This form is at the end of the manual and users may reproduce and use it to write corrections, additions, or comments about the manual. Users may also use it as cover sheet to a marked up copy of the OUTPROC SUM.
- Be advised that changes would be subject to approval by the appropriate Subject Area Functional Proponent (SAFP).

## **NOTE**

Some of the menus or screens shown in the manual may not yet be available in the software. These menus or screens are shown with an asterisk next to the menu numbers in Figure 3.4-1, OUTPROC Hierarchy Diagram.

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## **1 SCOPE**

### **1.1 IDENTIFICATION.**

The following is a full identification of the Military Personnel Out-Processing (OUTPROC):

- a. Automated Information System (AIS) Identifier, which establishes the base functional components of a system: P15.
- b. System Identification Code (SIC) identifies the software tool methodology that the application is developed: A01.
- c. Title and Abbreviation: Military Personnel Out-Processing (OUTPROC)
- d. Previously fielded Release/Version Number: 08.04/08.00.
- e. Software Change Package (SCP) Release/Version number being developed/fielded: P15-A01-09-02.

### **1.2 SYSTEM OVERVIEW.**

The Installation Support Module (ISM) Project was established to create new software applications (or upgrade existing ones) that would automate standard procedures and integrate information used to manage Army installations. These software applications are packaged as modules according to the installation management function they perform. ISM is deployed army-wide and comprises a uniform set of automated tools that assists installation commanders in effectively managing daily operations.

OUTPROC is part of the ISM Project, which is an army-wide Major Automated Information System (MAIS) initiative. The primary objective of ISM is to enhance, through automation, installation management functions. ISM applications consist of standard procedures packaged into functional applications, which automate as well as integrate day-to-day installation processes. ISM applications use the Installation Level Integrated Data Base (ILIDB), which is the central repository for data that is common to more than one ISM application, and various local databases that contain data elements unique to the individual ISM applications.

ISM operates at garrison locations and support functional users during peacetime, mobilization, and wartime conditions. Installation commanders and installation functional managers use ISM applications and data to manage resources under their control. ISM performs the following major functions:

- Application-specific support to meet the information needs of installation functional activities and tenant units;
- Command and staff reporting requirements via standard or ad hoc queries run against either an application database or the ILIDB; and
- Information exchanged internally among installation functional activities and externally to echelons above installation levels, as well as to Standard Army Management Information Systems (STAMIS).

The purpose of the OUTPROC ISM is to process a soldier and any family members from one duty station to another or from active duty to a discharged status. The gaining commander is provided with the status of the soldier's deployment readiness, upon departure from the losing unit. OUTPROC is an automated computer system designed to assist an installation by:

- Supporting the scheduling of out-processing centers
- Providing management control in the process of clearing the installation
- Producing critical control documents

### 1.2.1 Organizational and Personnel References.

The following organizations and personnel maintain a responsibility or interest in this application.

- a. ISM Functional Proponent. The ISM Functional Proponent (FP) is the Office of the Director of Information Systems for Command, Control, Communications, and Computers (DISC4).
- b. Application Sponsor. The application sponsor is the Director of Management (DM) Office Chief of Staff, Army (OCSA).
- c. ISM/MISM FP. The ISM/MISM FP is the Director of Information Systems for Command, Control, Communications, and Computers (DISC4).
- d. Assigned Responsible Agency (ARA). The ARA for technical development, testing, fielding and maintenance of this ISM application is the Information Systems Engineering Command (ISEC).
- e. Point of Contact.  
Organization: U.S. Army Information Systems Software Center (USAISSC)  
ATTN: AMSEL-IES, Stop H-6, 6000, 6<sup>th</sup> St., Suite S122A,  
Ft. Belvoir, VA 22060-5576  
Point of Contact: Joanne Pinheiro  
Commercial Phone: (703) 806-4244  
DSN: 365-4244

## 1.3 DOCUMENT OVERVIEW.

The purpose of this OUTPROC SUM for AISM 25-P15-A01-AIX-SUM is to provide the software user with the information necessary to use the system effectively. This manual also provides instructions on how to operate a Personal Computer workstation. For information about functional and system administration, refer to U. S. Army, AISM 25-P15-A01-AIX-SCOM, OUTPROC Software Center Operator Manual (SCOM).

### 1.3.1 Security.

OUTPROC does not store or process classified data. OUTPROC data is designated as unclassified-sensitive two (US2), as defined in Army Regulations (AR) 380-19, Information Systems Security (ISS), 01 May 1996. This data is For Official Use Only (FOUO), and prohibits unauthorized disclosure.

- a. Authorization. Either an explicit official authorization or an implicit authorization derived from official assignments or responsibilities must authorize access to OUTPROC.
- b. Disclosure. You must not disclose any personal information contained in OUTPROC except as authorized by AR 380-19.

### 1.3.2 Security Guidelines for Using OUTPROC.

The following guidance helps users to operate the system in accordance with applicable security provisions.

#### 1.3.2.1 Modifying or Viewing Data.

Only users who have explicit authorization are allowed to enter, modify, delete, or view OUTPROC data. The System Administrator (SA) administers the system access using a combination of login name, password, and access permissions. Only, persons to whom login names and passwords were specifically assigned by the SA shall use them.

---

- a. **Screens.** Adjust Video Display Terminal (VDT) screens so that unauthorized person can not view informational displays.
- b. **Accuracy.** Enter or modify data carefully and completely, to avoid storing or transmitting erroneous or incomplete data.

### 1.3.2.2 Protecting Information Sources.

Safeguard all information input to or generated by the system against unauthorized use, copying, or destruction.

- a. **Documents.** Prevent unauthorized persons from viewing or accessing any documents, such as forms or manual files, by covering them or storing them in secure containers.
- b. **Electronic Media.** Label all electronic media, such as tapes or diskettes, and keep them in proper storage containers.

### 1.3.3 Documentation Conventions.

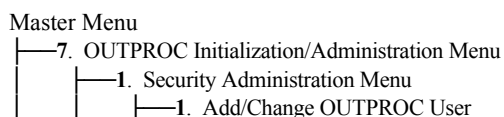
#### 1.3.3.1 Notational Conventions.

Table 1.3-1 shows the symbols of notational conventions used throughout this manual.

Table 1.3.1. Notational Conventions	
SYMBOL	MEANING
<Enter>	Enter or Return key. Control, alternate, or similar keys on the keyboard are shown this way. Examples: <Alt> <PgDn>
<Ctrl>/<D> <Alt>/<X>	Denotes a combination of a control key and alphanumeric key. Hold the control key and press the specified alphanumeric.
<F1> FUNCTION	Denotes a function key and its screen-labeled function
“message”	Denotes a message displayed on-screen
{prompt}	Denotes a prompt that requires a response
text	Type the text exactly as shown
“text”	Names of files, directories, and other items may be shown in quotes to indicate their exact names

### 1.3.4 Procedural Conventions.

Every item on every menu has a corresponding number. To select a menu item, press its number followed by <Enter>. Figure 3.4-1 shows the hierarchy of all OUTPROC menu items. Use this hierarchy of menu item numbers to specify the *menu path*. The menu path for “Add/Change OUTPROC User” is as follows:



“Use Procedure 7,1,1 (Add/Change OUTPROC User) means to select each menu in order, starting from the Master Menu. Using this system of notation, you can quickly get to the screen needed without having to refer to the Hierarchy Diagram. Simply enter each number (followed by <Enter>) in the order listed.

## 2 REFERENCED DOCUMENTS

### 2.1 PROJECT REFERENCES.

The following documents are helpful in understanding and performing the tasks described in this SUM.

a. Project Request.

- (1) U.S. Army AISM 25-P15-A01-OSE-FD, "OUTPROC Functional Description (FD)," 30 November 1992, UNCLAS.
- (2) U.S. Army, AR 25-400-2, "The Modern Army Record-keeping System (MARKS)," UNCLAS.
- (3) U.S. Army, DA PAM 600-8, "Military Personnel Management," UNCLAS.
- (4) U.S. Army, DA PAM 600-8-1, "Standard Installation/ Division Personnel System (SIDPERS) Battalion S1 Level Procedures," UNCLAS.
- (5) U.S. Army, DA PAM 600-8-2, "SIDPERS Personnel Service Center Level Procedures," UNCLAS.
- (6) U.S. Army, AR 600-8-101, "Personnel Processing (In, Out, and Mobilization Processing)," 26 February 1993, UNCLAS.

b. Hardware Documentation.

- (1) IBM POWERstation and POWERserver - Diagnostic Information for Micro Channel Bus Systems, Version 4.2 - Part No. SA23-2765-01.
- (2) IBM Adapters, Devices, and cable Information for Micro Channel Bus Systems, Version 4.2 - Part No. SA23-2764-01.
- (3) IBM 7012 Models 300 Series - Installation and Service Guide - Part No. SA23-2624-07.
- (4) IBM 7012 Models 300 Series - Operator Guide - Part No. SA23-2623-05.

c. Software Documentation.

- (1) MS-DOS User's Guide and Reference, Version 5.0/6.22.
- (2) AIX Version 4.2 Quick Installation and Startup Guide.
- (3) AIX Version 4.2 Installation Guide - Part No.SC23-2341.
- (4) AIX Version 4.2 Getting Started - Part No.GC23-2521.
- (5) AIX Version 4.2 System User's Guide: Operating System and Devices.
- (6) AIX Version 4.2 System Management Guide: Operating System and Devices.
- (7) AIX Version 4.2 Network Installation Management Guide and Reference.
- (8) AIX Version 4.2, Information For Operation Retrieval/License System (iFOR/LS) System Management Guide.
- (9) Oracle7<sup>TM</sup> for AIX-Based Systems Installation & Configuration Guide, Part No.A32105-1.
- (10) Oracle7<sup>TM</sup> SQL\*Plus User's Guide and Reference, Version 3.1

- (11) Oracle7™ Server SQL Language Reference Manual, Part Number 778-70-1292.
- (12) “A Technical Introduction to the Oracle Server” in the “Oracle7 Server Concepts Manual”.

## 2.2 TERMS AND ABBREVIATIONS.

Section 6 defines the terms, abbreviations, and acronyms unique to this manual.

## 3 SOFTWARE SUMMARY

### 3.1 SOFTWARE APPLICATION.

This section summarizes OUTPROC, including its background, functions performed by the application, communication techniques used, and interfaces to other systems and organizations.

OUTPROC is a multi-user, interactive, menu-driven data base system used by authorized military personnel to collect and store information required for effective administration of out-processing scheduling.

This ISM obtains timely and accurate information from the Installation Level Integrated Database (ILIDB) - a database of shared information common to other ISM. ILIDB-obtained information is verified and, if necessary, updated through OUTPROC. Information needed for OUTPROC that is not part of the ILIDB is manually entered.

The OUTPROC is designed to assist an installation by:

- Supporting the scheduling of out-processing centers
- Providing management control in the process of clearing the installation
- Producing critical control documents

### 3.2 SOFTWARE INVENTORY.

The names, types, and descriptions of the OUTPROC programs (software units) are listed in Table 3.2.1. The type column consists of: S for shell programs, E for Extended Terminal Interface Prototype (ETIP) executable, Q for Structured Query Language (SQL) programs (without ETI), and C for C programs (without ESQL). See Figure 3.4-1, OUTPROC Hierarchy Diagram, for an overall view of the ETIP programs.

Table 3.2.1. OUTPROC Software Units			
File Name	File Type	Run By	Description
.profile	S	login shell	Basic user setup for system
.setupISM	S	.profile	Runs .strtusrISM & cif_prg
.strtusrISM	S	.setupISM	Set ISM environmental variables
SH_lasagf.sh	S	install_prg	Copies files from \$APPDIR to \$SIT-EDIR
SH_lcheck.sh	S	install_prg	Checks to see if logged in as root
SH_lckinfo.sh	S	install_prg	Checks for informix directory
SH_lead.sh	S	install_prg	Exports database
SH_lia.sh	S	install_prg	Executes primary functions for installing

Table 3.2.1. OUTPROC Software Units			
File Name	File Type	Run By	Description
			ISM applications
SH_Ilad.sh	S	install_prg	Loads database
SH_Irad.sh	S	install_prg	Drops database
SH_Isiv.sh	S	install_prg	(Not used)
SH_Isrdv.sh	S	install_prg	(Not used)
ST_USER	S	outproc_prg	Adds and deletes user from ISM
adhoc_prg	E	outprc_prg	Ad Hoc Query Main Menu
alter_locks	S	install_prg	Sets the database tables to lock mode row
ecps_prg	E	outprc_prg	Problem Reports/ECP-S Submission
findilidb.sh	S	install_prg	Gives ILIDB location
start_user.sh	S	outproc_prg	Run start_user program
outprc_prg	E	.setupISM	Master Menu, Peacetime Menu

### 3.2.1 Information Inventory.

### 3.2.2 Resource Inventory.

Since the software units in the OUTPROC ISM consist of a single executable and many associated files (often small and insignificant), a complete listing of every file referenced would be inappropriate. Instead, this exhaustive listing of the files that comprise a software unit is included in the OUTPROC ISM Maintenance Manual. The numerical majority of files that comprise a software unit contain help messages and other text displayed on the screen when the ETIP program executes. Thus, most of the files do not change as a result of OUTPROC ISM processing. The exceptions to this include dynamic menu files that can be changed by a user or the ISM administrator. Permanent files created using the OUTPROC ISM include the Engineering Change Proposal Software (ECP-S) data files. Other data files are created while generating reports and during ISM processing but these are temporary in nature.

The OUTPROC database contains much of the information referenced, created and updated by the OUTPROC ISM. OUTPROC requires this in order to operate. The ILIDB contains information that is referenced by the OUTPROC ISM. OUTPROC cannot create or update information in the ILIDB database. If it is not available, processing can continue.

#### 3.2.2.1 DBMS Files.

The database tables referenced or updated by OUTPROC are listed in Table 3.2.2 in alphabetical order. The subject area data base (SADB) must contain these tables to operate fully, though it may be possible to continue operation with some tables missing.



Table 3.2.2. OUTPROC Database Tables			
Database	Table	Database	Table
outprc	adhoc_svdet	outprc	adhoc_svqry
outprc	adhoc_tbl	outprc	auth_tbl
outprc	country	outprc	ecps_tbl
outprc	enrostered	outprc	exclude_units
outprc	ind_rmks	outprc	ind_workcntr
outprc	max_id	outprc	menu_tbl
outprc	outproc	outprc	printer
outprc	printer-default	outprc	prison_tbl
outprc	remarks	outprc	roster
outprc	roster_appt	outprc	security
outprc	wc_permissions		

The tables in ILIDB that are referenced by OUTPROC are listed in Table 3.2.3. You can find details about these tables in the ILIDB Database Design Description (DBDD) manual.

Table 3.2.3. ILIDB Database Tables			
Database	Table	Database	Table
ilidb	civilian	ilidb	cmd_cd_lookup
ilidb	cmsnd_occ_spec	ilidb	cmsnd_off
ilidb	co_aoc_lookup	ilidb	co_aoc_master
ilidb	enl_mos_lookup	ilidb	enl_mos_master
ilidb	enl_occ_spec	ilidb	enlisted
ilidb	ind_address	ilidb	ind_assoc_addr
ilidb	ind_phone	ilidb	mil_pers
ilidb	mil_pers_asg	ilidb	mil_sfpa
ilidb	pers_test	ilidb	unit
ilidb	unit_auth_str	ilidb	unit_phone
ilidb	warr_off	ilidb	wo_mos_lookup
ilidb	wo_mos_master	ilidb	wo_occ_spec
ilidb	workcntr_appt	ilidb	workcntr_doc
ilidb	workcntr_gen_inf	ilidb	workcntr_guest
ilidb	workcntr_skel		

### 3.2.2.2 Permanent Files.

There are more than 1000 permanent files in the OUTPROC run-time module. The names and locations of the permanent files referenced created, or updated by OUTPROC are included in the OUTPROC Software Product Specifications (SPS) manual. They are not included here, since the files can not be understood without the detailed information about the ETIP programs that the SPS provides. Most of the files in the OUTPROC run-time have suffixes that indicate the type of the file. The meanings of some of the suffixes are as follows:

Table 3.2.4. Meanings of Suffixes	
FILE SUFFIX	TYPE/CONTENTS OF FILE
Txt	Text of a HELP, WARNING, BANNER, or MESSAGE SCREEN
Menu	List of choices available with the CHOICES key
Sh	Executable "shell" commands
Sql	SQL statements

The files contained in the "outprc.exp" subdirectory are not needed at run time. They contain an export of the OUTPROC database that is used optionally to load the database during OUTPROC installation. The "outprc.sql" file contains an SQL script that may be read by the "dbimport" command.

### 3.2.3 Custom Reports.

The ISM "Ad Hoc Query" utility can create Ad hoc (customized) reports. These reports are the output of SQL queries of the "outprc" database. You can construct queries using a menu-driven feature (knowledge of SQL not required) or you can write your own free-form SQL queries. In either case, operation is restricted to queries only; updates or deletes are not allowed. Refer to Section 7 of this manual for more information.

## 3.3 SOFTWARE ENVIRONMENT.

The OUTPROC ISM runs on any UNIX System V platform against a Structured Query Language (SQL)-compliant Relational Database Management System (RDBMS). Terminals may consist of any American National Standards Institute (ANSI) 3.64 type or a PC with a similar emulation program. Printers, modems, and other peripherals will be site specific. To successfully execute OUTPROC, the system environment should consist of the hardware, software, and utilities designated in paragraphs 3.3.1 and 3.3.2.

**NOTE:** This ISM application is not dependent upon any one particular model of computer. The hardware described in the following paragraphs is one of the configurations possible for operating the OUTPROC application.

### 3.3.1 Hardware Required.

Hardware configurations required to support OUTPROC include:

- Computer. IBM RISC 6000 System - Model 7012-300 series.
- Local Computer Workstation. 386/486 class personal computer, a keyboard, a monitor, power strip/surge suppresser, communications interface.
- Printers. For reports high-resolution dot-matrix impact printer, with RS-232 serial communications interface and 132 column wide format.

### 3.3.2 Software Required.

The software required to run OUTPROC ISM, includes:

- a. Operating System (OS). AIX OS Version 4.2 Installation Guide. The operating system supervises the work of the computer and provides software utilities.
- b. RDBMS. ANSI SQL-compliant relational database management system (such as Oracle7<sup>TM</sup> for AIX-Based Systems). The database is a collection of data, information about indexes, and system catalogs that describe the structure of the database.
- c. ISM Application. This is the OUTPROC application software and is used in host mode.
- d. Local Operating System. MS-DOS 5.0/6.22 disk operating system. This operating system controls the work of the local installation computer and provides local mode, software utilities.
- e. Local Communication Software. Various types of communications protocol software may be used, depending on your installation configuration. This software formats and arranges data for transmission and controls the transfer of data between computers.

### 3.3.3 Database/Data Bank Characteristics.

OUTPROC is designed using a RDBMS that will:

- a. Allow installation-unique tables and attributes.
- b. Provide integration with other portions of the installation, central data repository previously developed.
- c. Use data elements standardized IAW AR 25-9.

The data elements used for OUTPROC are identified from the FD, the Structured Requirements Analysis Planning (STRAP) reports, the STRAP key-based data model, the Joint Application Development sessions, and the Prototyping sessions. Other sources include existing databases, reports, forms, user manuals, and other data stores maintained by the functional organization. These data elements are fully defined in the Army Data Dictionary (ADD)/Automated Dictionary Support System (ADSS).

The data elements for OUTPROC are integrated into a multifunctional database as part of the ISM-wide data architecture. By accessing this data architecture, each function within has a view of its data. This view will consist of multiple data elements that are contained in a row of one or more tables. Estimates of table and row sizes for the ISM-wide data architecture are presented in the Data Base Design Description (DBDD) Manual.

### 3.3.4 Major Application Components.

OUTPROC contains the following major components:

- a. Communication Paths and Techniques. The ITP structure, which consists of the following, supports ISM communications:
  - (1) Host computers located at the Installation sites.
  - (2) Communications hardware and software to support local and long-haul connectivity.
  - (3) User workstations located at Army installations.
  - (4) Remote network and systems management tools located at the Army

### Network and Systems Operator Center (ANSOC).

The host computers at the ANSOC provide ISM application processing and ISM application databases for their client users, who gain access through workstations.

T1 circuits and fractional T1 bandwidth are provided for long-haul communications between the ANSOC and the installations. Bandwidth is provided through the DOD, Defense Information System Network (DISN) when spare capacity is available. When new service is required, it will be provided by either by the Defense Commercial Telecommunications Network (DCTN) or by the Federal Telecommunications System (FTS) 2000 contracts.

The ITP at the installation includes intra-building Local Area Networks (LANs) and inter-building communications. Installations connect to long-haul communications via a router, which also attaches the Installation Information Transport System (IITS), which is connected to a hub in the user buildings. Building LANs consist of workstations and printers connected via 10BaseT intelligent hubs. In some areas, workstations will communicate via modem to an installation hub, which will interface to a router for long-haul communications.

OUTPROC communicates between PC workstations and a local host either via an EIA RS-232-C serial connection or through an Ethernet LAN. Procomm terminal emulation software is used with the "VT100" emulation set and ISM host terminal type, set to "VTPC-C" for color monitors and "VTPC-M" for monochrome monitors. The baud rate, parity, and number of stop bits should match those of the ISM host. You can also use Telnet. Typical configuration examples:

Serial connection using terminal emulation software with an IBM compatible PC. The PC hardware required is a serial port (COM1 or COM2 only). The software required is DOS 5.0 or higher and Procomm 2.4.2. Using Procomm, the following options should be set in the Terminal Setup section (accessed by pressing <Alt/S> on the keyboard. The other settings in this section are irrelevant.

#### Settings:

Terminal Type	: VT100
Duplex	: FULL
Line Wrap	: OFF
Scroll	: ON

The following options should be set in the Line Parameters section (accessed by pressing <Alt/P> on the keyboard). All of these settings should match the particular PC hardware and ISM host configuration that you have. Parameters that are likely to vary are indicated with an "\*".

Port	: COM1*
Baud rate	: 2400*
Parity	: SPACE*
Data Bits	: 7
Stop Bits	: 1

The TERM variable on the ISM host should be set to "VTPC-C" or "VTPC-M" for use with this configuration.

TCP/IP LAN connection using National Center for Super-computing Applications (NCSA) Telnet with a network interface card (NIC) in an IBM compatible PC. The PC hardware required is a 3COM 3C503 Ethernet NIC in addition to the PC. The NIC should be configured for “thinnet” (thin coaxial cable) and for memory mapped I/O by setting the jumpers as indicated for the card. Except for this change, use the factory default settings. The software required for the AT is:

DOS 5.0/6.0	Operating System
SMC/pkt8000.com	packet driver
TELBIN.EXE	CUTCP/CUTE program (NCSA Telnet)
netstart.bat	described below
telnet.bat	described below
config.tel	configuration file
vtpc-c.tbl	keymapping file for vtpc-c terminal type

The autoexec.bat file on the PC should be modified to run the program SMC/pkt8000.com via a batch file called netstart.bat. This loads the packet driver that communicates between the NIC and the telnet software with its correct configuration. The configuration is supplied as arguments to 3C503 and are, in order from left to right, 0x7e (Software interrupt number), 2 (Interrupt level number), 0x300 (shared memory address) and 1 (use thinnet adaptor). Since pkt8000 is a small (3K) TSR it can remain loaded all the time, even when not needed. The setting of the PATH variable should include the directory where the telbin.exe program is located along with the configuration and key-mapping files.

The telnet.bat file should change directory to this directory and then run the telbin.exe program passing the argument supplied to telnet.bat. This is the name of the ISM host as described in the config.tel file.

Various settings in the config.tel file depend on the LAN configuration. The name and IP address of the PC workstation must be determined in consultation with the LAN administrator to avoid conflict with other devices on the LAN. In addition, at a minimum, the name(s) of the ISM host and its IP address must be set in the config.tel file.

In the following sample config.tel file, the variables marked with “\*” should be set to particular values based on your PC/LAN/ISM host configuration. Other variables are optional and may be set according to preference. Text after a ‘#’ is commentary. See the NCSA documentation for details.

```

myname=myname          # PC's LAN name; unique to LAN
myip=192.108.181.200    # PC IP address; unique to LAN

name=default
keymap="VTPC-C.tbl"     # sets default keymap

name=ISMHOST            # ISM host's LAN name
hostip=192.108.181.72# ISM host's IP address

```

Additional pairs of lines like the last two may follow to indicate the LAN names and IP addresses of other hosts on the LAN. The TERM variable on the LAN hosts should be set to vtpc-c when using this configuration with the vtpc-c.tbl key-

mapping file selected.

**Note:** The IP address and names given above are examples only. Determine the correct values for your LAN in consultation with the LAN administrator.

To connect to the ISM host using the LAN, invoke the telnet.bat file with the name of the ISM host as an argument. Digital cellular communication is used where data links are critical.

- b. Source Data Entry. Redundant data entry is eliminated. Basic information is captured at the source using automated source data technology, such as bar coding and laser scanning.
- c. Accuracy and Completeness. Reducing the need for redundant data entry and implementing software edit checks will improve the accuracy and completeness of data. Read and write/update access control measures will also lower the error rate.
- d. Better Utilization of Staff. Automation of data collection and report generating functions reduce the administrative burdens. In some instances, manual tasks are entirely, eliminated.
- e. Timeliness. On-line access to centralized databases and electronic data transfer capabilities improves the timeliness of data.
- f. Management Oversight. Operational data are instantly available to all users at every level authorized to have access. Ad hoc query and report capabilities are provided, as well as standard, user-defined reports.
- g. Graphics. Graphics summarize statistical data (i.e., pie charts, bar charts).

### 3.3.5 System Interfaces.

OUTPROC application will directly interface with the ILIDB, STAMIS, ISM, and other stovepipe systems such as Standard Installation/Division Personnel System (SIDPERS). These interfaces may be done as direct connect electronic record transfer. For systems that have restricted electronic connectivity capabilities, magnetic media (e.g., 9-track tape) data transfers may be used.

Connectivity to STAMIS, ISM, and stovepipes on or outside the installation is currently accomplished via SNA networks, the NIPERnet, LANs, or asynchronous/synchronous communication lines. Most installations have one network gateway to a major SNA network or to the NIPERnet. Some installations have both.

The OUTPROC will consider both connectivity paths with combinations of SNA 3270 emulation and file transfer or, in case of circuit unavailability, manual transfer of data via magnetic media. Use of any of these methods permits "upload/download" of data from STAMIS to the shared data file and to OUTPROC data tables. Use of any existing network gateway may be considered until hardware and software supporting an Open System Environment (OSE) is installed.

### 3.4 SOFTWARE ORGANIZATION AND OVERVIEW OF OPERATION.

OUTPROC operates under a Portable Operating System Interface for Computer Environments (POSIX) compliant (or nearly so) Operating System (OS) using an American National Standards Institute-Structured Query Language (ANSI-SQL) Data Base Management System (DBMS). It was developed under the UNIX OS using the Extended Terminal Interface Prototype (ETIP) Designer Toolkit with the Oracle DBMS and the UNIX tool set.

ETIP Designer is used to construct most of the separate programs (software units) that comprise OUTPROC. These ETIP programs are stand-alone, though they are normally executed via a master program. The master program executes each other program by suspending its own operation and

invoking the other program as a subroutine in response to a menu selection. Each program may invoke other programs this way.

Some programs are written without ETIP and they may include Embedded Structured Query Language (ESQL) statements. Some of these are referenced within the ETIP based programs. OUTPROC is written in C. Refer to Section 3.2, Software Inventory, for details.

The OUTPROC programs communicate by shared access to the “outprc” database. The database tables accessible by OUTPROC are listed in Section 3.2.2.1. OUTPROC also references various tables in the ILIDB. The OUTPROC Data Base Design Specification (DBDD) manual (AISM 25-P15-A01-AIX-DBDD) contains more details about the database. Figure 3.4-1 is a directory of the menus and screens available to the OUTPROC user.

Menu or Screen NameExecutable

Master Menu

=&gt; outproc\_prg

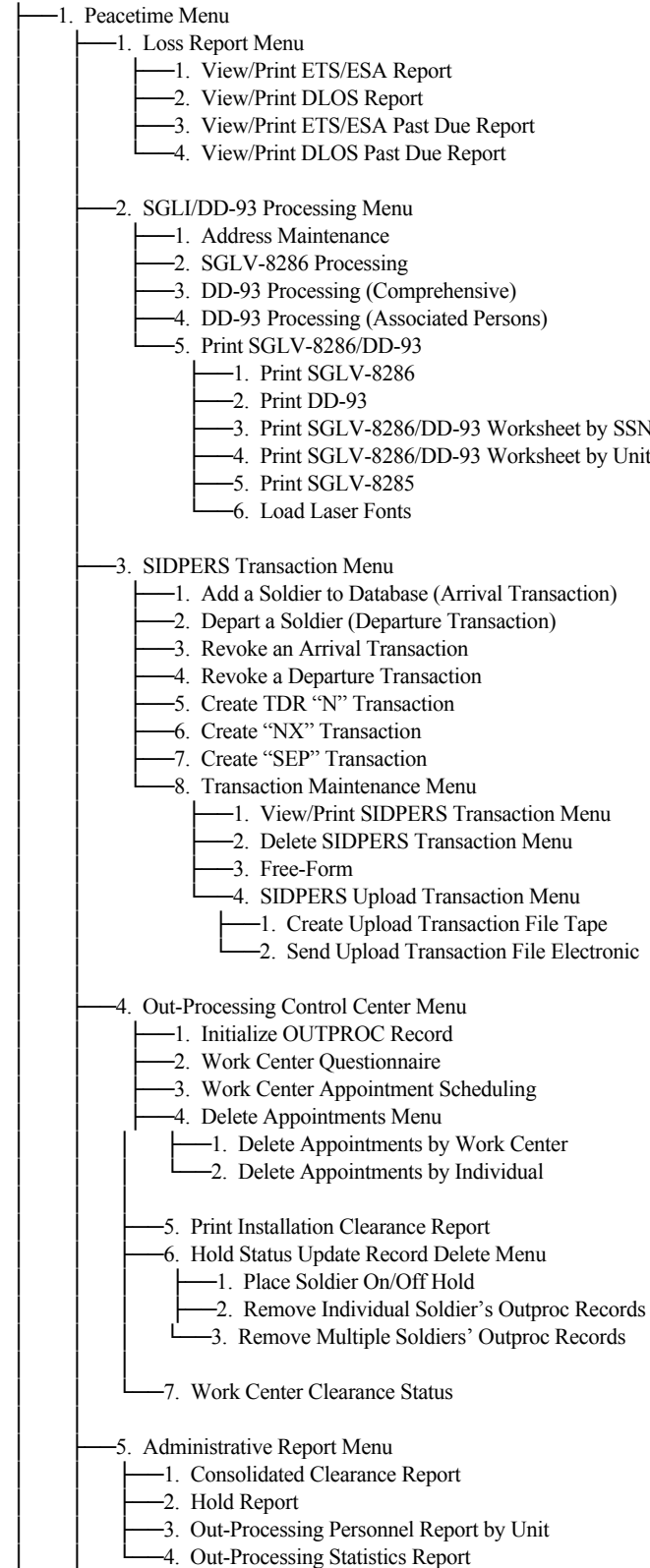
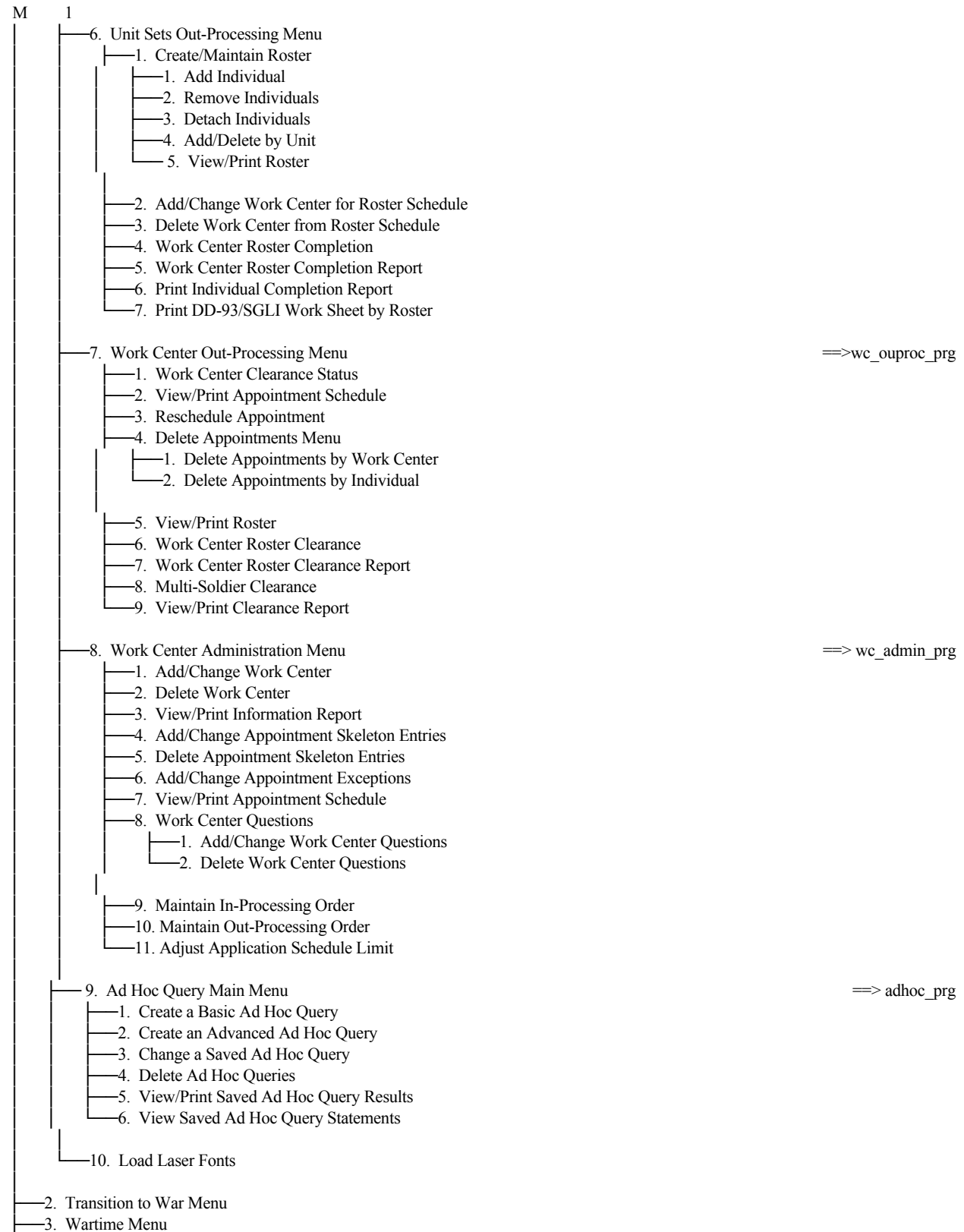


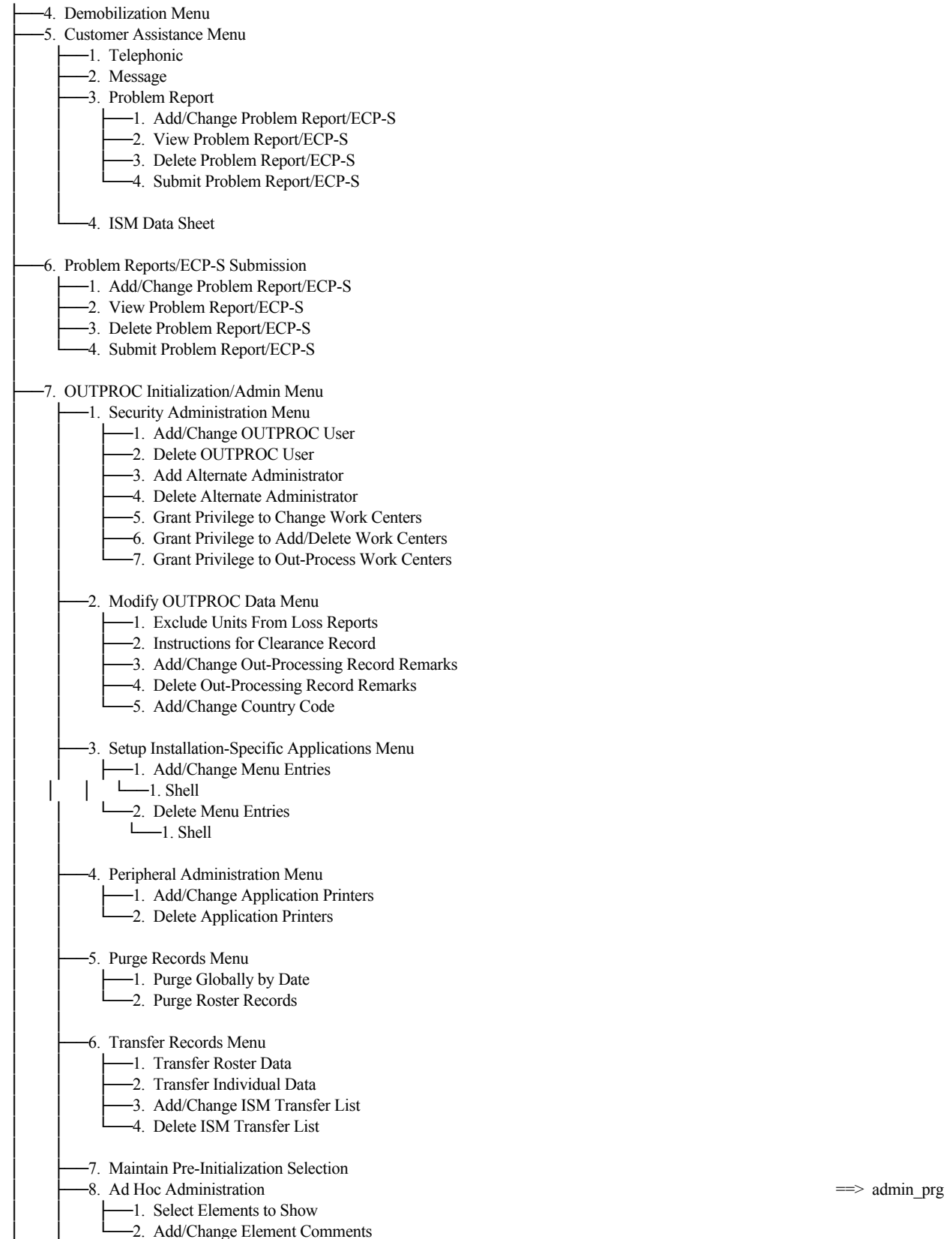
Figure 3.4-1. OUTPROC Hierarchy Diagram

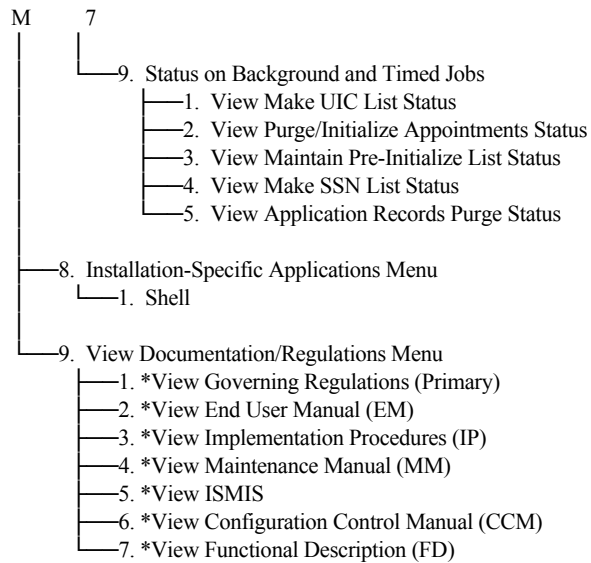


## Menu Name or Screen

Figure 3.4-1. OUTPROC Hierarchy Diagram – *Continued*

M

Figure 3.4-1. OUTPROC Hierarchy Diagram – *Continued*

Figure 3.4-1. OUTPROC Hierarchy Diagram – *Continued*

### 3.4.1 Performance.

Accessing OUTPROC forms is virtually immediate. Large reports may take several minutes to process, depending on size and complexity of queries. Disturbances in the connections to the system over any telecommunications pathways may reduce the access time for OUTPROC forms and menus. The OUTPROC application adheres to the following performance requirements:

- a. Built around a relational database with a query capability to retrieve OUTPROC data. The processes used to retrieve data are easy to use, menu-driven, and require minimal external user training. Help screens and embedded tutorials are provided to enhance user's confidence and reduce training time.
- b. Contains a dictionary of data elements, codes and values that can be accessed on-line.
- c. Distinguishes between different types and levels of users for adequate data integrity and confidentiality. The OUTPROC is able to restrict access to processes and data, based on the type of user and the access authority granted.
- d. Is available to the users 24 hours per day, 7 days per week, except for periods where system maintenance is required. However, system maintenance will be performed during low processing periods, e.g., on weekends.
- e. Provides utilization and management statistics to track support module use, number of users having access to the module, storage requirements for applications software, storage requirements for OUTPROC data, and processing cycles required (average daily, weekly, and monthly).
- f. Produces an archival record of application/database changes.
- g. Provides information concerning the version in use for configuration management.
- h. Provides the ability to do cross-system queries that will allow you to:
  - Select and combine information from one or two files,

- Specify the ordering of data in reports,
  - Specify exactly how the report is to appear with page headings and footings and column headings,
  - Save the specifications that generate each report and
  - Save selected query results.
- i. User-friendly. Some of the criteria used to determine the degree to which the OUTPROC is user-friendly are: the system learning curve, how well the user remembers how to use the program, speed of performance, rate of user error, and user satisfaction. The way it optimizes user friendliness is by displaying system data entry screens and menus in a standard format with standard function keys used throughout the system.
- j. Restricts access to functions by user name and password.
- k. Provides a command line describing actions you can take on a specific screen. For example, <F1> Help. The user interface is sufficiently informative that an experienced user will not have to rely on printed documents, such as user manuals, to execute the normal tasks.
- l. Treats all alphabetic entries as the capitalized case; the system is not case sensitive.
- m. Allows you to press the <Esc> key before completing any transaction.
- n. Verifies data type, values, and ranges for each data field.
- o. Provides the option of directing system output to the screen, a printer, or a file.
- p. Provides access to an electronic mail system.
- q. Designed to allow data retrieval and querying functions to support any required reports.

### 3.4.2 Accuracy and Validity.

The following items represent the minimum accuracy and validity performance requirements:

- a. Accuracy is critical for data elements identifying requisitions/purchase requests, items ordered, and accounting codes.
- b. OUTPROC completely edits all interactive and batch transactions for valid codes in each data element and is consistent with other data elements in the transaction data in the database. If an error is made in data entry, OUTPROC will notify you and allow correction of the appropriate fields without forcing the re-keying of every entry. It processes all transactions through all edits and reports all errors.
- c. In editing interactive and batch transactions, OUTPROC employs valid code tables. Changes to the code table are effective in the edits without programmer support.
- d. OUTPROC incorporates transaction logging and error recovery procedures. It will not lose data nor leave incomplete transactions in the database as the result of a system malfunction.
- e. OUTPROC maintains accurate data and produces accurate reports, using all the data in the system. Defining data fields that are selected or combined to produce the desired report is crucial to the success of the application. Calculations involving dollar amounts are accurate to the third decimal place and rounded to the .5 mil rule.

Data transmitted to the OUTPROC are 100% accurate.

- f. Final validity of OUTPROC requires testing in accordance with test bed TB 18-104, *Army Automation - Testing of Computer Software* and the ISM Configuration Management Plan.

### 3.4.3 Timing.

There are three major concerns regarding timing:

- a. Availability of updated information from external sources.
- b. Availability of information from the installation shared database.
- c. Responsiveness of the system to the user.

### 3.4.4 Availability of External Data.

OUTPROC is able to receive input data via magnetic media or electronic data transfer, either on-line directly from another system or via modem and download.

- a. User Profile Data. Since the primary purpose of OUTPROC is to reduce the redundant entry of existing data and reduce the probability of errors entering the system, OUTPROC has user profile data posted to its data files. These data are used to establish authorization for the individual to access the system and are tested against personnel, unit, telephone, and address files.

### 3.4.5 User Responsiveness.

- a. Response time from receipt of input data to availability of products. OUTPROC edits interactive transactions and update tables on-line. Both invalid codes and inconsistent data elements (transaction and resident) are corrected at the time of input. The data will then be immediately available to all processes and sub-processes.
- b. Response time to queries and updates.
  - (1) Queries and updates for data input/update on an individual record will have an immediate response time of not more than one second, ninety percent of the time. This response time is the target for a directly connected device, which are not confused with communication-related lag times-communication lags attributed to dial-ins, communication controllers, multiplexors (MUXs), concentrators, LANs, etc. This target response time is a database design requirement.
  - (2) Queries and updates on multiple records provide adequate response in not more than one second, ninety percent of the time. These transactions take place within an installation, assuming adequate application connectivity is in effect.

### 3.4.6 Controls.

Through the OUTPROC Initialization/Administration Menu, the OUTPROC Administrator controls which user LOGIN ID's have access to the specific OUTPROC functions. The installation Directorate of Information Management (DOIM) and installation level SAFF for OUTPROC have established ISM controls to ensure the proper use of the ISM in support of the overall mission.

The SA at the ANSOC is responsible for supervisory controls, including system identification and security, user services, disk management, file system administration, performance management, and

interaction with operating system controls.

### **3.5 CONTINGENCIES AND ALTERNATE STATES AND MODES OF OPERATION.**

There is no difference in the operation of this ISM during peacetime, war, or conditions of alert. During any emergency condition, you must know how to safeguard against loss of information. This section outlines methods used for saving and restoring data, implementing manual procedures, substituting equipment, and operating in degraded mode.

**CAUTION:** In case of system failures, or “crashes,” and other abnormal shutdowns of the Installation computer or workstation, contact the SA or DOIM before continuing operation.

#### **3.5.1 Failure Contingencies.**

OUTPROC requires three types of failure contingency safeguards in case of user error or hardware/software failure:

- Back up
- Fall back
- Degraded modes of operation

##### **3.5.1.1 Backup.**

Back-ups are copies (archives) of computer files that are made to preserve existing work. Failed systems that have not been backed up may be impossible to recover. System recovery can require one or more of the following:

- a. Program Backup. Use this backup to restore the latest version of the ISM application software and is separate from the database.
- b. Data Backup. Use this backup to restore the database to a point as it existed immediately before a failure and comes from three sources:
  - (1) Transaction Buffer. Work that is currently in progress is placed into a temporary transaction buffer. If the RDBMS crashes, this temporary buffer will be restored after the system is restarted. Both storage and recovery of transaction buffers are performed automatically by the RDBMS.
  - (2) Transaction Log. A record of all completed transactions is automatically written to a transaction log. This log is written onto external or removable media and used to roll back transactions, restore databases from archives, and recover from system failures. Transactions that are incomplete at the time of failure will be permanently lost.
  - (3) Data Base Backup. This is a copy of the entire database, which is made on a daily basis, and which is used to recover a database that has been completely destroyed.
- c. Electrical Power Backup. In case power to the computer is suddenly lost, an Uninterruptible Power System (UPS) will automatically provide between 20 and 30 minutes of continuous power to the system. This prevents the computer from shutting down in the middle of saving files.

Backup requirements are those, necessary to ensure continued achievement of system functions. There are two primary types of system backup:

- a. Automatic Backup. The system automatically saves work entered into system memory to a restorable temporary file. The purpose is to save on-going work from loss in case of an abnormal system shutdown. On restart of the system, the user is

informed that a temporary file exists from a previous abnormally ended session, and it can be queried on whether or not the system should restore the files.

- b. **Routine Backup.** The system does routine periodic backups. The backup of data tables that were changed during the day is backed up to external or removable media during the end-of-day functions. The system keeps track of the time lapse between backups and notifies the user, if a (table-driven) period of time has been exceeded without performing a backup. For example, if the end-of-day routine requires a backup of certain data tables and the system detects that no backup function has been performed during a 24-hour period, the SA is notified and told to perform the backup before beginning the next day's processing. The backup and subsequent restore processes are easy for the SA to perform.

### 3.5.1.2 Fall Back.

Use fall back techniques to ensure the continued satisfaction of the specific requirements of the system in the event of a system failure.

- a. **Workstation failures.** There are two, primary fall back techniques:
  - (1) **Alternate Equipment.** If a terminal or PC workstation fails, another one should be used in its place. If a printer fails or is unavailable, print output should be rerouted to another printer or the printer should be replaced.
  - (2) **Manual Operations.** If automated system is not available, manual procedures should be used to perform transactions until the automated system is back in operation. When the system is back in operation, the manual transactions are entered into the system. The system includes the ability to reroute output to different devices in the event that the normal output device is unavailable. For example, if a standard report is normally routed to a specific printer, the user has the option of re-directing the output to another printer as the situation dictates.
- b. **Installation Failures.** In case the installation system fails, you should contact the installation SA or DOIM for instructions.

### 3.5.1.3 Degraded Modes of Operation.

This provides for operating the system according to a priority established in order of importance or urgency. The priority for operating any ISM in degraded mode is as follows:

Table 3.5.1. Degraded Modes of Operation	
Priority	Operation
1	Interactive input of data
2	Standard report generation
3	Loading input data from other sources (e.g., ASMIS)
4	Transmitting data to other organizations (e.g., Staff Agencies)
5	Ad hoc queries of the database

### 3.5.2 Restart/Recovery.

- a. **General.** The application software requires no restart procedures. However, the RDBMS automatically logs transactions that are completed. If the RDBMS

crashes, an archive copy of the data base is restored to disk, and the database is rolled forward to a point just before the failure. If any transactions were not completed, the database will be rolled back to the last completed transaction.

- b. Policy. RDBMS transaction logging is automatic and has a default “checkpoint interval” of 20 minutes, which can be changed by the Data Base Administrator (DBA). Backups of the database must be performed a minimum of once per day. Backups of the application software can be conveniently performed when the database is backed up. ANSOC personnel will perform backups of applications, the ILIDB, and subject area databases.
- c. Data Recovery. In case the ISM program has been corrupted or destroyed, the backup copy is restored. To recover a destroyed database, the latest backup is restored and then the contents of the transaction log read in. When the system is restarted, it checks for the existence of a complete transaction and automatically recovers; the RDBMS notifies users when an automatic recovery from backup is being performed.

### **3.6 SECURITY AND PRIVACY.**

The information contained in this application is designated unclassified sensitive-two (US-2). US-2 is unclassified information, which primarily must be protected to ensure its availability and/or integrity. This information also requires protection from unauthorized personnel to ensure confidentiality. Examples of US-2 include information dealing with logistics, medical care, personnel management, Privacy Act data, contractual data and For Official Use Only (FOUO) information.

All data, which is subject to the Privacy Act, pursuant to Public Law 93-579, will be handled in such a manner as to preclude unauthorized release of the information. The Military Personnel Out-Processing application data tables will contain information that must be safeguarded against unauthorized access.

Only users with a valid login ID and PASSWORD may access the OUTPROC ISM. OUTPROC SA must grant privileges to a user to access the various options of the ISM.

#### **3.6.1 Threat Types.**

There are several possible threats to which the system could be subjected. These threats are taken into consideration in the development of safeguards.

#### **3.6.2 Unauthorized Access.**

This type of threat concerns an individual attempting to gain access to the system, who is not authorized to either use the system, or has a “need to know.” The system provides safeguards against these types of “hackers” or “idle curiosity seekers.”

##### **3.6.2.1 Fraud and Embezzlement.**

This type of threat concerns an individual authorized system access attempting to falsify requisition records for purpose of acquiring unauthorized items. The system provides safeguards against any one individual having complete control over an entire accounting transaction; and maintains permanent, unalterable audit logs of record access.

##### **3.6.2.2 Other Threat.**

This type of threat concerns the physical misappropriation of the computer containing the application program and its data bank/database. The system includes safeguards such as encryption of data elements, if appropriate, to prevent sensitive data from falling into the wrong hands by physical misappropriation of the system hardware.



### **3.6.2.3 Service Interruption/Degradation.**

This type threat is normally related to scheduled or unscheduled availability of the system to run the application as intended. The disruption may be due to power outages, environmental situations, etc. The system provides safeguards for restoring systems abnormally terminated/shut down.

### **3.6.2.4 Human Errors of Commission and Omission.**

This type of threat is normally related to user carelessness or ignorance. The system provides safeguards by automatically performing edit checks for enumerated values, acceptable ranges, etc.

### **3.6.2.5 Privacy Violations.**

This type of threat involves unauthorized release of personnel information protected under the Privacy Act of 1974, Section 5, United States Code 552a. Data elements identified as protected under the Privacy Act are safeguarded by the system through encryption, user access levels, or other controls as appropriate.

### **3.6.2.6 Sabotage.**

This type of threat would most likely involve an authorized user deliberately erasing or otherwise destroying system data files and/or backup file media. The system periodically determines duration between system sessions and last system backup. The system also periodically requires a backup to be generated if some predetermined number of sessions has occurred without the operator voluntarily performing a backup operation. The backup ensures that at least three separate backup copies are maintained and the system cycles through them interactively.

### **3.6.2.7 Industrial/Military Espionage.**

This threat would normally involve a former user gaining access to the system for some personal benefit. The system provides safeguards to require inactive USERID to be deleted from the system. The system also requires periodic mandatory change of authorized user passwords.

## **WARNING**

IT IS A VIOLATION OF FEDERAL LAW TO ACCESS, COPY, OR OTHERWISE USE  
GOVERNMENT COMPUTER RESOURCES WITHOUT SPECIFIC AUTHORIZATION.

## **3.7 ASSISTANCE AND PROBLEM REPORTING.**

Obtain assistance by contacting the Customer Assistance Office (CAO) at the appropriate ANSOC, unless instructed to report to an intermediate source first. Report problems using the procedures described in the Configuration Control Manual, AISM 25-P15-A01-AIX-CCM. Use DA Form 5005-R, "Engineering Change Proposal-Software (ECP-S)" to report the problem and submit it to the appropriate ANSOC. You may report the problems on the Fort Huachuca hot line DSN: 879-6798/6858 or on commercial line 1-800-305-3036.

## **4 ACCESS TO THE SOFTWARE**

This section provides the instructions necessary to assist both the first-time and occasional end users of the OUTPROC ISM application in gaining access to the system. This section also describes how to access the OUTPROC system reliably without detailed knowledge of the functional capabilities of the application. The symbols shown in Table 4-1 are notational conventions used throughout this manual.

Table 4.1. Notational Conventions	
SYMBOL	MEANING
<key>	Press the specified key.
<key1> <key2>	Press and release <key1> then press and release key2.
<key1> / <key2>	Press and hold key1 while pressing key2, then release both.
<F1 FUNCTION>	Denotes a screen-labeled function key and its function.
<message>	Denotes a message displayed on-screen.
{prompt}	Denotes a prompt that requires a response.
“text”	Type the text within the quotes (do not type the “ marks).

#### 4.1 FIRST-TIME USER OF THE SOFTWARE.

This section discusses procedures for the first time use of OUTPROC. Each user must have a USERID and a password to access the OUTPROC application. The USERID identifies you to the system and the password further verifies the level of access you will have. The SA is responsible for assigning USERID and passwords. After the final workday transaction has been completed, press <F6> until the LOGIN prompt appears and switch off the monitor.

##### 4.1.1 Equipment familiarization.

This section describes how to access OUTPROC using the 386/486 PC. The following paragraphs describe the specifications/attributes of the equipment supporting OUTPROC:

- a. Power and Adjustments.
  - (1) Make sure the PC and monitor are plugged into a power outlet, and that the keyboard is plugged into the PC.
  - (2) First, press the power switch to turn on the PC. Then, press the power switch to turn on the monitor. After boot-up is complete, the operating system prompt will appear.
  - (3) Adjust the angle of the viewing screen by tilting it up, or down or swiveling it left to right. If necessary, adjust the brightness and contrast.
- b. Cursor. The cursor shows the position where typed-in text will appear on the screen.
  - (1) Four cursor types are available: line or block, blinking or not blinking. Set cursor type using the operating system setup.
  - (2) You can use the <Enter> key, arrow keys, or <Tab> key to position the cursor at the desired data entry point.
- c. Keyboard Layout. There are 12 function keys, labeled <F1> through <F12>, located across the top of the keyboard. OUTPROC does not support the use of a mouse.
  - (1) Refer to Section 8, “ISM User Interface Standards”, to find out what each function key means when using the software.
  - (2) Specialized function keys, which may not appear in Section 8, are described throughout Section 5, Processing Reference Guide.
- d. Turning Power Off. If you want to turn off the power to the computer, you should

first press <F3> to save any work in progress, then press <F6> until the UNIX login ID appears. When using Telnet or Procomm, there is no need to logout first. However, if you have more than two sessions running at the same time, you should end all sessions before turning off the PC.

#### **4.1.2 Access control.**

This paragraph presents an overview of OUTPROC access and relevant security features.

- a. Obtaining a password. The system needs a unique login and password for a user to access. The OUTPROC SA must also grant access privileges to the user to run the different options of the ISM. The OUTPROC SA for the installation should be contacted for information relative to access to the OUTPROC.
- b. Password Controlled Functions. The installation OUTPROC SA should be contacted for information about password controlled functions.
- c. Report Security and Privacy Considerations. Data elements identified as protected under the Privacy Act are safeguarded through user access levels.

#### **4.1.3 Installation and setup.**

The U.S. Army, 7th Signal Command, supervises OUTPROC installation. ANSOC personnel install the application software onto the host computer, and the ANSOC SA administers the system. The OUTPROC FA is responsible for initial setup and customization according to requirements of the installation where OUTPROC is being used. AISM 25-P15-A01-AIX-SIP, OUTPROC Software Installation Plan (SIP), contains both installation and initial setup instructions. To be identified as a user or authorized to access or install OUTPROC software, contact the OUTPROC FA.

### **4.2 INITIATING A SESSION.**

To successfully access the OUTPROC host computer, you must first obtain the necessary login name and password from your SA. If your PC has a direct connect to the LAN, then use the procedure to login to the OUTPROC application.

#### **4.2.1 Beginning OUTPROC Processing.**

After successfully logging-in to OUTPROC via the ISM computer, you are ready to begin processing. Upon accessing OUTPROC, a start-up 'warning' screen as shown in Figure 4.2.1 will appear.

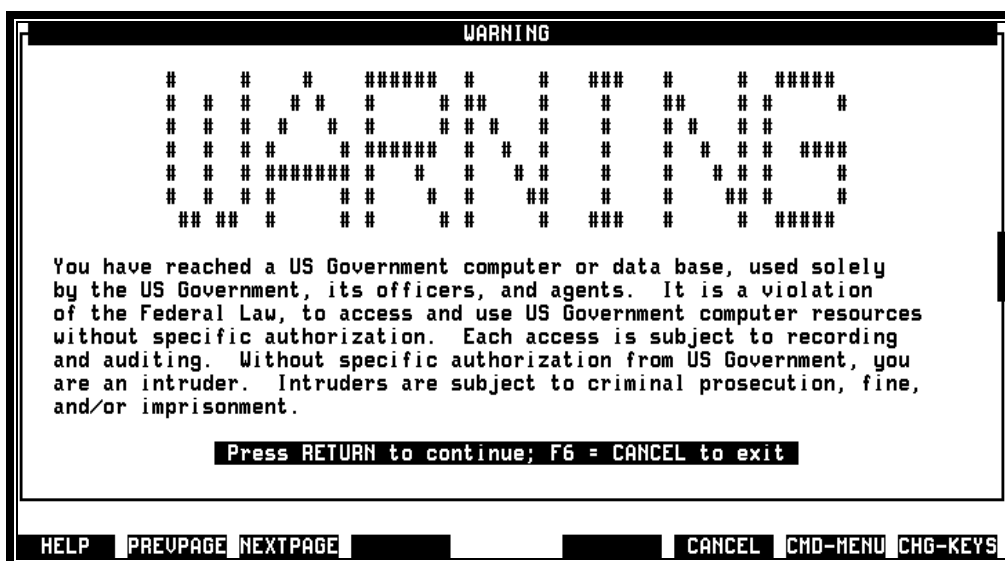


Figure 4.2-1. Federal Warning Screen

- a. To continue, press **<Enter>**. Then, follow the instructions supplied in Section 5, Processing Reference Guide.
- b. To cancel and return to the **{Login:}** prompt, press **<F6>**. Then, follow the appropriate procedure for disconnecting from the ISM computer:
  - (1) Press **<Alt/X>** to exit a Telnet session, or
  - (2) Press **<Ctrl/X>** twice to exit an ISM dialing session.

### 4.3 STOPPING AND SUSPENDING WORK.

You can stop work and exit the system at any time, but before exiting, press **<F3>** to save current information.

- a. To stop or interrupt use of the system, press **<F6>** to abort system start-up (if the warning screen is still displayed) or to get back to the Master Menu (if the system is already running).
- b. To suspend an operation, refer to the paragraph in this manual describing that specific operation.

## 5 PROCESSING REFERENCE GUIDE

This section provides detailed descriptions of the functional and technical processing capabilities of the OUTPROC ISM application.

### 5.1 CAPABILITIES.

This section describes the capabilities of OUTPROC and the inter-relationships of its functions, menus, screens, and reports. The paragraph 5.3, below discusses the functionality, which is currently implemented in version 9.00. The remaining functionality will be implemented through the Engineering Change Proposal-Software (ECP-S) process.

### 5.2 CONVENTIONS.

This section presents the standard conventions used throughout the application.

Menu selection:	Use the arrow keys to position a menu bar and highlight your selection, then press the <Enter> key to select the menu item. Menu items may also be selected by typing the number of your choice and pressing <Enter>.
Menu de-selection:	Press <F6> to move to a previous menu level or to cancel an action. To change a keyed-in menu selection, press the backspace key to clear the buffer, then key in the new selection and press <Enter>.
Entering dates:	At a "Date Range Selection Menu", enter dates as YYYY/MM/DD or YYYYMMDD or YYMMDD. The current date responds to "today" or "t". Dates are converted to the following format for display: "YYYY/MM/DD".
Entering time:	Use military time at a "Time Range Selection Menu". Typing "now" inserts the current military time.
SSN Identification:	OUTPROC uses the SSN throughout to identify a soldier. Entering a SSN displays existing system data for that soldier. From a blank menu, entering the SSN will fill the buffer for the SSN field, which will then display system information. If the field is already populated with a SSN from a previous entry however, you must press <Enter> to activate the search function.
Message line:	As you advance to each field, the system displays instructions specific to the current field at the bottom of the screen.
Field choices:	<p>When completing an input screen, values associated with the field are available for display if the F2 box at the bottom of the screen displays "Choices." Pressing &lt;F2&gt; will display a list of field values in a "pop-up" window, at the top of the screen. Highlight your choice from the list and press &lt;Enter&gt; to select that field value. (From some selection menus, the system prompts you to use &lt;F2&gt; to mark selections. In this case selections are marked with a "&gt;" character.)</p> <p>"Choices" screens may include up and down pointers at the right side of the screen. This indicates that more choices are available for the field than can appear at one time. A "down pointer" signals that more field choices can be viewed on the next page (accessed by &lt;F3&gt; or &lt;Page Up&gt; or &lt;Ctrl/W&gt;). An "up pointer" signals that previous</p>

choices can be redisplayed (accessed by <Page Down> or <Ctrl/V> or <F2>, previous page). Use the <Home> key to go back to the beginning of the list; <End> moves to the last choice of the list. You can also key in the first few letters of a selection to position the menu bar directly to that field (e.g., to quickly select “United States” from a list of countries, key in “uni”).

**Case sensitive:**

Since UNIX is case sensitive, entering items with the Caps Lock key active may not produce the results desired. Since items entered, lowercase will be converted automatically to uppercase, do not activate the Caps Lock function.

**Record locking:**

In a relational database, a record, can only be accessed by one user at a time. A Structured Query Language (SQL) error message may appear during operation of the system if a record you are trying to access is locked by another user. In this event, cancel the operation and reattempt access after a few minutes. SQL errors related to record locking are as follows: 233, 243, 244, 245, 246, 250, 271, 289, 291, 378, and 534.

Some of the standard Function Key (PF Key) definitions for the OUTPROC Software are in this section. Section 8 contains additional information on user interface standards.

Table 5.1.1. Definitions of Function Keys	
KEY	FUNCTION
<F1>	Display context-sensitive HELP screen
<F2>	Display choices of items for selected field. Also allows you to mark an item.
<F3>	Accept entries and move to next activity.
<F6>	DO NOT accept entries--return to previous activity.
<F8>	Display next set of function keys.
<F8><F1>	Prints the requested form/report.
<F8><F2>	View the requested form/report.
<F8><F4>	Will return to the previous page.
<F8><F5>	Moves the data displayed on-screen down one page.

### 5.2.1 Input Requirements

OUTPROC is an interactive application. It is designed for access and use from a terminal. OUTPROC gets data residing in the application’s specific Subject Area Database (SADB); however, OUTPROC may also retrieve input from the ILIDB. Initially, the majority of the data input will be from the end user. However, as users add to the common SADB, more and more of the data needed, will be provided. Some reports and queries will require you to specify a range of dates to begin and end the report or query. Other times, you will provide a Social Security Number (SSN) to locate specific pieces of information for an individual.

### 5.2.2 Input Formats

In general, OUTPROC menus and data entry screens provide format instructions for the fields they

contain. Additional instruction on the format or nature of the expected input may be obtained by pressing <F1 HELP> or <F2 CHOICES>. Appendix “E” of the OUTPROC FD contains a Data Element Dictionary, which describes composition and length of data elements used by this system.

### 5.2.3 Composition Rules

OUTPROC screens show you each field’s expected number of characters or the character limit. Some fields have range and validity checks. If you make an incorrect entry, you will be provided a meaningful error message.

### 5.2.4 Input Vocabulary

Each screen is composed of text describing expected input, fields to accept your input, a message line at the bottom for input directions, and occasionally, a pop-up error message. Some screens accept so much information that it is not possible to describe the field fully, so an element abbreviation is put on your screen. Appendix “E” of the OUTPROC FD contains a list of the OUTPROC data elements, their abbreviations, and formats.

### 5.2.5 Output Requirements.

OUTPROC output is generated in three basic media: to screen, to printer, and to a file. Screen output is used for system queries when on-line information viewing is adequate. Tape output will be used either by the application or SA to send data to remote locations. Reports and/or queries that are required in hard copy will go to your printer.

### 5.2.6 Output Formats.

In all cases, the format of the output is controlled by the application, and you will see it as it is designed. Changes to output formats must be requested through your application administrator via ECP-S. (See OUTPROC Customer Assistance function described in paragraph 5.3.5.).

### 5.2.7 Sample Outputs.

OUTPROC is an interactive application, most of your output will be to your screen and will be easily read. Reports can be verified on your screen before they are printed.

### 5.2.8 Output Vocabulary.

All output is selected via menus.

## 5.3 PROCESSING PROCEDURES.

This section describes the processing capabilities of OUTPROC. Paragraphs 5.3.1 through 5.3.9 provide a detailed walk-through of each of the procedures, menus, and/or data entry screens that make up the functional processes of the OUTPROC application. All sections provide an explanation of each procedure, menus, and/or data entry screens that make up the functional processes of the OUTPROC application.

The processing procedure of OUTPROC starts from the initial screen of OUTPROC, referred to as the “Warning” screen (Figure 4.2.1). From the “Warning” screen of OUTPROC, you have two options. Press <Enter> to display the OUTPROC “Welcome” screen or press <F6> Function Key to exit from the OUTPROC application and return to the UNIX LOGIN prompt. The processing procedures described in the following paragraphs are organized by menu, beginning with the highest level menu - the “Master Menu”. Refer to Figure 3.4-1 OUTPROC Hierarchy Diagram for an overall view of the menu structure.

**STEP 1.** After pressing <Enter> with start-up warning screen displayed, press <Enter> to display the OUTPROC “Welcome Screen”.

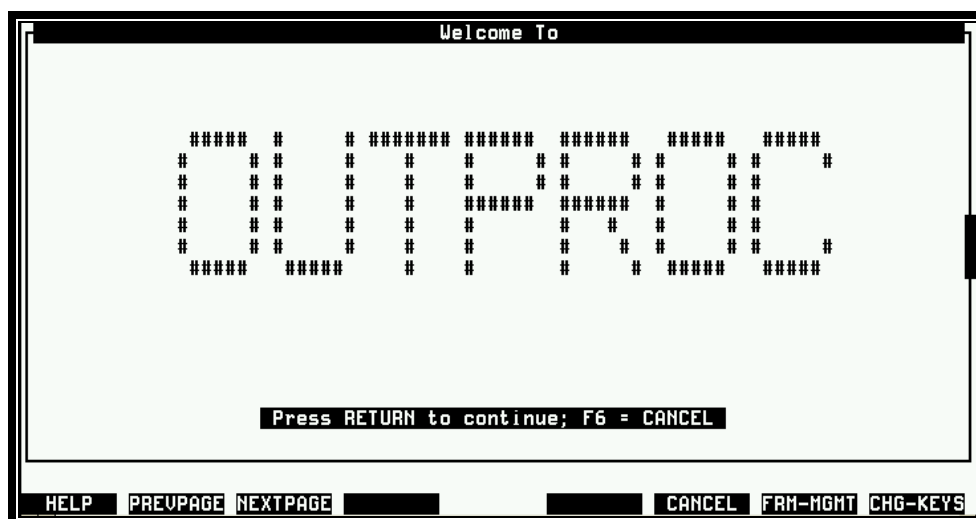


Figure 5.3-1. Welcome Screen

**STEP 2.** Press **<Enter>** to display “Master Menu”.

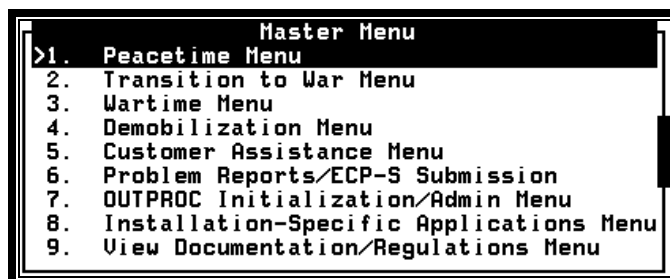
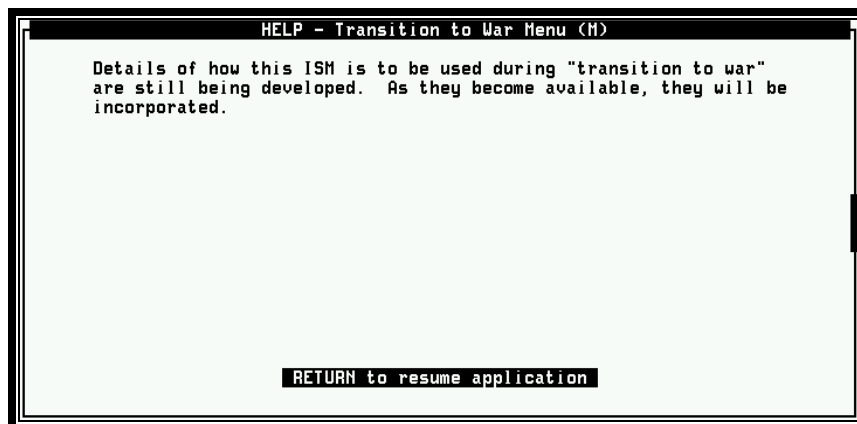


Figure 5.3-2. Master Menu

Most processes have help screens. To access a help screen, press **<F1>** at any time. Use help screens whenever you want guidance in performing functions or entering data. By pressing **<F1>**, which is the designated HELP key, before selecting each menu, form or order, it is possible to access an instructional narrative. This HELP facility provides detailed guidance and support when you may need further instruction for appropriate actions and entries. In certain situations, some portions of the ISM have not yet been developed and you will be presented with a “HELP” screen similar to the example shown below.



You will not normally have access to the “OUTPROC Initialization/Administration Menu.” You will have access controlled on an individual basis by the OUTPROC Administrator responsible for OUTPROC security and accesses the Initialization/Administration Menu to define user profiles, install system printers, maintain ad hoc queries etc.



The OUTPROC Administrator has access to the entire system and he should be consulted in case of questions. Most of the OUTPROC user functionality is accessed from the “Peacetime Menu”.

### 5.3.1 Peacetime Menu.

Highlight this menu from the “Master Menu” and press **<Enter>** to enter the “Peacetime Menu”. In this menu, there are currently nine sub-menu items. Select this menu from the “Master Menu”, to access the main OUTPROC functions.

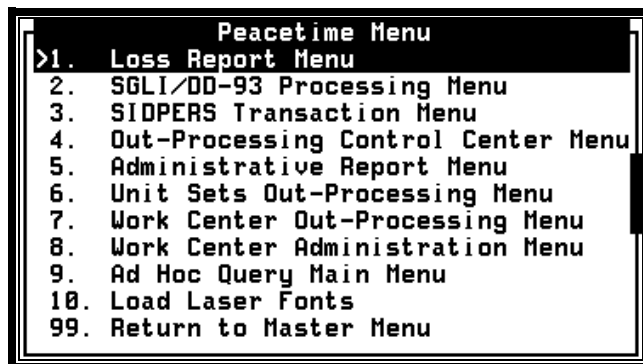


Figure 5.3-3. Peacetime Menu

Highlight your selection and press **<Enter>**.

#### 5.3.1.1 Loss Report Menu.

Service members may leave an installation for a variety of reasons, such as a change in duty station or a contracted separation from the service. The estimated dates of departure for soldiers leaving an installation are provided to an installation’s commanding officer through SIDPERS. These dates are termed as follows:

- Date of Loss (DLOS) is the estimated date of departure from an installation for any reason.
- Expiration Term of Service (ETS) is the estimated date of departure due to service contract expiration for an enlisted soldier.
- Expiration Service Agreement (ESA) is the estimated date of departure due to service contract expiration for an officer.

Receipt of the DLOS/ETS/ESA information from SIDPERS triggers the out-processing procedure. This menu provides access to the following out-processing management tools:

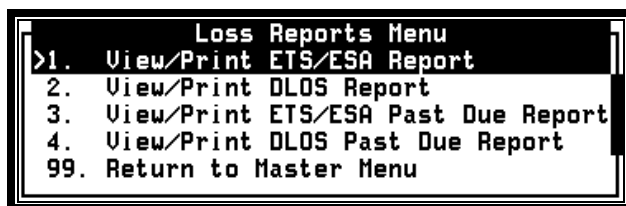


Figure 5.3-4. Loss Report Menu

- The report produced through menu Option #1 isolates service members scheduled to depart due to expiration of service contracts (ETS/ESA).
- Option #2 produces a report (DLOS) of all service members scheduled to depart for any reason, including but not limited to expiration of service contracts.
- The report produced through menu Option #3 isolates ETS/ESA service members who have not out-processed by their respective scheduled departure dates.

- Option #4 produces a report of all service members who have not out-processed by their respective scheduled departure dates, including but not limited to ETS/ESA reasons.

### 5.3.1.2 View/Print ETS/ESA Report.

Choose Option #1 from the “Loss Reports Menu,” to view or print the ETS/ESA report. This report provides a listing of those service members, who are scheduled to depart an installation within a specified time period due to expiration of service contracts. This report can be produced by all on-line ISM work centers for workload management purposes. After making the appropriate menu selections, the first screen you see is the View/Print ETS/ESA Report screen.

```

View/Print ETS/ESA Report

UIC: *ALL*

Report On:
  Officer: Y
  Warrant Officer: Y
  Enlisted: Y

Reporting Range:
  From:      To:

F8/F1=PRINT Report; F8/F2=VIEW Report; F6=CANCEL
  
```

Figure 5.3-5. View/Print ETS/ESA Report

Field	Description
UIC:	This field will be pre-populated with the * ALL * value. Selecting this value identifies all units in the OUTPROC system to include in the loss report. If you choose not to include all of the units in the loss report, enter a single Unit Identification Code in this field. While in this field, you also have the option to press <F2> for a list of valid UIC choices. Highlight each UIC that you want to include in the report with the arrow keys and press <F2> to mark each one. To unmark a UIC, press <F2> so that the > symbol disappears. Also, while in the <F2> list, you can take advantage of the full marking capabilities that OUTPROC provides. You will see several marking options highlighted in the function key squares at the bottom of the screen such as MARK ALL, SWAP, INTERVAL, MARK UP etc. Once you mark the UIC for the report, press <Enter>.
Report on:	
Officer:	Enter <Y> (yes) to include officers in the report or <N> (no) to exclude them from the report.
Warrant Officer:	Enter <Y> to include warrant officers in the report or <N> to exclude them from the report.
Enlisted:	Enter <Y> to include enlisted soldiers in the report or <N> to exclude them from the report.
Reporting Range:	Enter the beginning and ending dates of the report in the standard format.
Once you complete all of the fields in this screen, press <F8/F1> to print the report. This will take you to the print destination screen.	

```

Print Destination (v. 2.02)

Number of Copies: 01

Printer Class: LASER PRINTER
Printer Name: laser

F3 = SAVE to print; F6 = CANCEL

```

Upon opening this screen, enter data in the following fields:

<u>Field</u>	<u>Description</u>
Number of Copies:	Enter a one or two digit number for the number of copies.
Printer Class:	Enter the class of the printer or press <F2> for choices.

```

Printer Class Options
>LASER PRINTER
DRAFT-80 COL
DRAFT-132 COL/COND

```

Printer Name:	Enter an available printer, from the selected class or press <F2> for choices.
---------------	--------------------------------------------------------------------------------

```

Available Printers
>laser
laser_132    SMALL TYPE
laser_on_zeus  LASER_ON_ZEUS
SLAVE PRINTER Any printer attached to your TERMINAL/PC

```

After selecting the desired printer, press <F3> to print. Next, press <Enter> when you see the “Print in Background” screen. Press <F6> to cancel the print procedure.

#### VIEWING THE REPORT:

To view the report on screen, press <F8/F2> after completing the fields in the View/Print ETS/ESA screen. The next screen you see will be the report itself. Press <Enter> to scroll through multiple pages if there are any. Press <q> when you want to quit viewing the report. The following is a sample ETS/ESA Report:

```

Projected Clearance Report
1999/05/05 - 1999/06/06

Date: 2000/06/29
Time: 1309

UIC: WH4LA1
Unit: 0024FIDET A HQ

Name      Rank      SSN      PMOS/AOC      ETS/ESA      FLAGGED
-----

```

#### 5.3.1.3 View/Print DLOS Report.

Date of Loss is an estimated date of departure from an installation for any reason, including change of duty station or contracted separation from the service. Choose Option #2 from the “Loss Reports Menu”, to produce a report listing all service members, who are expected to leave an installation within a specified time period. This report, sorted by UIC code, is used to assist management, notify unit commanders, and to establish initial out-processing appointments.

After making the appropriate menu selections, the View/Print DLOS Report screen will appear.

```

View/Print DLOS Report

UIC: *ALL*

Report On:
  Officer: Y
  Warrant Officer: Y
  Enlisted: Y

Reporting Range:
  From:      To:

F8/F1=PRINT Report; F8/F2=VIEW Report; F6=CANCEL
  
```

Figure 5.3-6. View/Print DLOS Report

Field	Description
UIC:	This field will be pre-populated with the *ALL* value. Selecting this value identifies all units in the OUTPROC system to include in the loss report. If you choose not to include all of the units in the loss report, enter a single UIC in this field. While in this field, you also have the option to press <F2> for a list of valid UIC choices. Highlight each UIC that you want to include in the report with the arrow keys and press <input type="checkbox"/> to mark each one.
Report on: Officer:	Enter <Y> to include officers in the report or <N> to exclude them from the report.
Warrant Officer:	Enter <Y> to include warrant officers in the report or <N> to exclude them from the report.
Enlisted:	Enter <Y> to include enlisted soldiers in the report or <N> to exclude them from the report.
Reporting Range:	Enter the beginning and ending dates of the report in the standard format.

**PRINTING THE REPORT:**

Once you complete all of the fields in this screen, press <F8/F1> to print the report. This will take you to the print destination screen. Enter the number of copies, printer class and name of the printer. Press <F3> to print. Next, press <Enter> when you see the "Print in Background" screen. Press <F6> if you wish to cancel the print procedure.

**VIEWING THE REPORT:**

To view the report on screen, press <F8/F2> after completing the fields in the "View/Print DLOS Report" screen. The next screen you see will be the report itself. Press <Enter> to scroll through multiple pages if there are any. Press ☐ when you want to quit viewing the report. The following is a sample DLOS Report:

```

Projected Clearance Report
1999/05/05 - 1999/06/06

Date: 2000/06/29
Time: 1316

UIC: WELKAA
Unit: 0110QMPETROLEUM SU

-----
Name      Rank    SSN    PHOS/AOC    DLOS    FLAGGED
-----
  
```

**5.3.1.4 View/Print ETS/ESA Past Due Report.**

Choose Option #3 from the "Loss Reports Menu" to produce an exception report listing only

service members scheduled to depart for contract separation reasons who failed to clear out-processing for any reason (e.g., medical emergency, reenlistment, error in SIDPERS, etc.). This report prints all ETS/ESA past due soldiers, regardless of UIC. After making the appropriate menu selections, you have the option to either view or print the past due report.

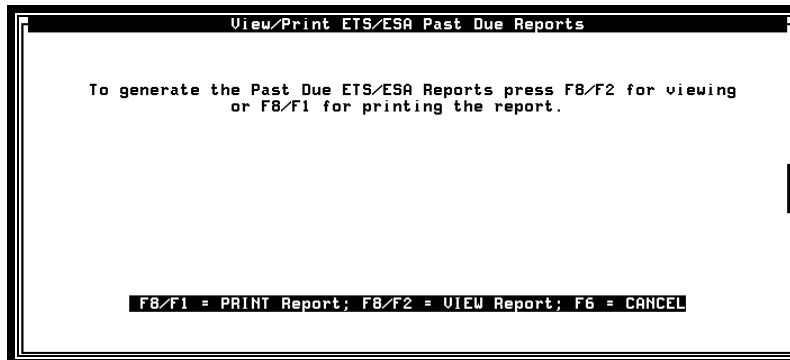


Figure 5.3-7. View/Print ETS/ESA Past Due Report

#### VIEWING THE REPORT:

To view the report on screen, press <F8/F2>. The next screen you see will be the report itself. Press <Enter> to scroll through multiple pages if there are any. Press <q> when you want to quit viewing the report. The following is a sample ETS/ESA Past Due Report:

ETS/ESA Past Due Report					
				Date:	2000/06/29
				Time:	1323
ETS/ESA	Name	Rank	SSN	FLAGGED	UIC
-----	-----	----	-----	-----	-----

#### PRINTING THE REPORT:

Press <F8/F1> to print the report. This will take you to the print destination screen. Enter the number of copies, printer class, and printer name. Press <F3> to print. Next, press <Enter> when you see the "Print in Background" screen. Press <F6> to cancel the print procedure.

#### **5.3.1.5 View/Print DLOS Past Due Report.**

Choose Option #4 from the "Loss Reports Menu" to produce an exception report listing all service members scheduled to depart an installation who failed to clear out-processing for any reason (e.g., medical emergency, reenlistment, error in SIDPERS, etc.). This report prints all DLOS past due service members, regardless of UIC.

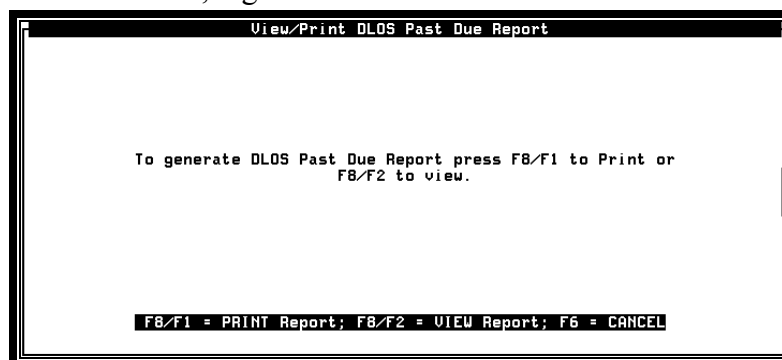


Figure 5.3-8. View/Print DLOS Past Due Report

After making the appropriate menu selections, you have the option to either view or print the past due report.

**PRINTING THE REPORT:**

Press <F8/F1> if you want to print the report. This will take you to the print destination screen. Enter the number of copies, printer class and name of the printer. Press <F3> to print. Next, press <Enter> when you see the “Print in Background” screen. Press <F6> if you wish to cancel the print procedure.

**VIEWING THE REPORT:**

To view the report on screen, press <F8/F2>. The next screen you see will be the report itself. Press <Enter> to scroll through multiple pages if there are any. Press <q> when you want to quit viewing the report. The following is a sample DLOS Past Due Report:

DLOS Past Due Report					
				Date:	2000/06/29
				Time:	1329
DLOS	Name	Rank	SSN	FLAGGED	UIC
-----	-----	-----	-----	-----	-----

**5.3.1.6 SGLI/DD-93 Processing Menu.**

Choose Option #2 from the “Peacetime Menu” to collect necessary ‘family/beneficiary information’ for preparation of the Service-members’ Group Life Insurance Election and Certificate (SGLV-8286), and the Record of Emergency Data (DD Form 93).

```

SGLV-8286/DD-93 Family Member Processing
>1. Address Maintenance
2. SGLV-8286 Processing
3. DD-93 Processing (Comprehensive)
4. DD-93 Processing (Associated Persons)
5. Print SGLV-8286/DD-93
99. Return to the Master Menu

```

Figure 5.3-9. SGLI/DD-93 Processing Menu

**5.3.1.7 Address Maintenance.**

To update a soldier’s address before printing a revised SGLV-8286 or DD-93, choose menu Option #1 from the “SGLI/DD-93 Processing Menu”. The following screen will appear.

Current Residence Address		
SSN: _____	Name: _____	Rank: ____
Unit/Street: _____		
City: _____	State: __	ZIP Code: ____-____
Foreign State: _____	Country: __	APD/FPD: ____
Gateway Area Code: __	Foreign Postal Code: _____	
Phone Number: _____	Telephone System: _____	
F3 = SAVE to commit work; F6 = CANCEL		

Figure 5.3-10. Current Residence Address

This screen gathers information about the soldier that may be used to notify the soldier or the soldier’s family in case of military necessity or emergency. Use this selection to record the current location (residence) and phone number of the soldier. Use this information whenever it is necessary to contact the soldier or a member of the soldier’s family. Possible uses are emergencies involving either the soldier, or a member of the soldier’s family.

Field	Description
SSN:	Enter the soldier's SSN.
Name:	This field contains the soldier's name.
Rank:	This field displays the soldier's rank.
Unit/Street Address:	Enter the soldier's current address in this field.
City:	Enter the city where the soldier lives in this field.
State:	Enter the state where the soldier lives.
Zip:	Enter the soldier's zip code.
Foreign State:	Enter the foreign state of the soldier.
Country:	Enter the country where the soldier resides.
APO/FPO:	Enter either "APO" or "FPO".
Gateway Area Code:	Enter the gateway area code.
Foreign Postal Code:	If the soldier is stationed in a foreign country, enter the code for the country in this field.
Phone Number:	Enter the phone number of the soldier.
Telephone System:	Enter the phone system in this field or press <F2> for choices. Highlight the appropriate system type with the arrow keys and press

Press <F3> to save the information or press <F6> to cancel without updating current information.  
Press <F6> to exit this module.

### 5.3.1.8 SGLI Processing.

Use this option to collect information for preparation of the SGLV-8286 form. The system will ask you to provide the SSN of the soldier whose record you wish to process. SGLV-8286 is intended to provide some form of financial security for dependents or parents of soldiers. Use SGLV-8286 certificate primarily for designating a soldier's beneficiaries and trusts, and for specifying the beneficiary/trusts' shares and payment schedules.

If requested by the soldier, you may also use this form to reduce or refuse insurance. Depending on interface capability with other databases, INPROC collects applicable information already available, allowing the in-processing clerk to key in additional fields, such as shares and payments. Selection of this option will produce the following screen.

```

+-----+
| Enter SSN (SGLV-8286) |
+-----+
| SSN: _____ Name: _____ Rank: _____ |
| Legal Name, First: _____ |
| Middle: _____ |
| Last: _____ |
| SGLI Amount: _____ |
| F3 = SAVE to process; F6 = CANCEL |
+-----+

```

Figure 5.3-11. SGLI

To select a record to process, enter the SSN of the soldier. If the SSN is valid, the form will automatically be populated with the soldier's "Name" and "Rank". Legal Name and SGLV-8286 Amount can be updated at this time. The "Legal Name" field is required to be completed, only when the name reported by SIDPERS is incomplete. This happens when the total length of a soldier's name exceeds the 27 characters allowed by SIDPERS. Providing a Legal Name that exceeds 27 characters does NOT change the name as reported by SIDPERS.

By law a soldier is automatically insured for \$200,000. If the soldier requests a reduction or an increase in insurance, enter the adjusted amount. Insurance can be reduced in \$10,000 increments. The amount of insurance offered ranges between \$0 and \$200,000 dollars. Press <F2> to select from a list of list of amount choices.

Once you have completed the previous data entry requirements, press <F3> to save. The "SGLV-8286 (Master Menu)" will appear.

SGLV Form 8286 (Master Menu)				
NAME	RELATION	PRIN%	CONT%	DD93
-----				
>*** SELECT NEW PERSON FOR SGLV FORM 8286 ***				
*** ADD A NEW TRUST FOR SGLV FORM 8286 ***				
MARY TRUST	LEGAL TRUST	10		N
TRUST 1	LEGAL TRUST	20		N
FATHER	FATHER		50	Y
JENNIFER HUDLEY JAMES	WIFE	40		Y
MARY MAYBE JAMES	DAUGHTER	20		Y
MOTHER	MOTHER	10		Y
		=====	=====	
TOTALS		100	50	

This menu displays a list of beneficiaries and trusts previously identified (if any), detailing their status, PRIN (principal) or CONT (contingent), and the percentage of payment for each.

The total of shares (percentages) for each principal and contingent beneficiaries and trusts must equal but cannot exceed 100%. Before adding a new beneficiary or trust, make note of the existing percentages from the browse menu. If totals are already at 100%, you must **first** reduce percentages of existing beneficiaries or trusts by the amount you expect to allot to the new beneficiary or trust.

In the DD93 column, yes (Y) or no (N) indicates whether each beneficiary is also reflected on the DD-93 (emergency notification form). This is a reminder to the in-processing clerk to ask the soldier if the DD-93 also needs to be reviewed.

### Beneficiary Actions:

To delete a beneficiary, highlight the beneficiary's name and press <F8/F5>. After verifying that you have selected the right person's name at the "Delete SGLV-8286 Name detail" screen, press <F3> to continue. From the delete confirmation screen, which appears next, press <Enter> to complete the deletion. If the name is not on another list, it will be deleted from the database.

To change information about a beneficiary such as address, highlight the beneficiary's name at the SGLV-8286 (Master Menu) and press <Enter>. This displays the "SGLV Form 8286 (Benefits Designation)" screen as shown.



SGLV Form 8286 (Benefits Designation)			
SSN: 000111231	Name: AAFRY CHIX	Rank: CU3	
Beneficiary Name: _____	DOB: _____	Relation: _____	Existence Status: _____
Unusual Designation: <input checked="" type="checkbox"/> N	Lives with Soldier? <input checked="" type="checkbox"/> Y		
Guardian Name: _____	Relation: _____		
Unit/Street: _____	City: _____ State: _____ ZIP Code: _____		
Foreign State: _____	Country: _____	APO/FPD: _____	
Gateway Area Code: _____	Foreign Postal Code: _____	Phone Number: _____	
Principal/Contingent: P			
Number of Shares: 0 /100			
Number of Payments: 1			
F3 = SAVE to process; F8/F6 = ADDRESS Choices; F6 = CANCEL			
Enter Beneficiary's Name			

To add a new beneficiary, highlight “SELECT NEW PERSON FOR SGLV FORM 8286” option from the “SGLV Form 8286 (Master Menu)” and press **<Enter>**. This displays the “SGLV Form 8286 (Select Menu)” screen as shown.

SGLV Form 8286 (Select Menu)			
NAME	RELATION	DD93	OTHER
*** ADD NEW ASSOCIATED PERSON ***			
EDWARD	UNCLE	N	
SON	SON	Y	

Highlight “ADD NEW ASSOCIATED PERSON” option from the “SGLV Form 8286 (Select Menu)” and press **<Enter>**. This displays the “SGLV Form 8286 (Benefits Designation)” screen as shown.

SGLV Form 8286 (Benefits Designation)			
SSN: 000111231	Name: AAFRY CHIX	Rank: CU3	
Beneficiary Name: _____	DOB: _____	Relation: _____	Existence Status: _____
Unusual Designation: <input checked="" type="checkbox"/> N	Lives with Soldier? <input checked="" type="checkbox"/> Y		
Guardian Name: _____	Relation: _____		
Unit/Street: _____	City: _____ State: _____ ZIP Code: _____		
Foreign State: _____	Country: _____	APO/FPD: _____	
Gateway Area Code: _____	Foreign Postal Code: _____	Phone Number: _____	
Principal/Contingent: P			
Number of Shares: 0 /100			
Number of Payments: 1			
F3 = SAVE to process; F8/F6 = ADDRESS Choices; F6 = CANCEL			
Enter Beneficiary's Name			

If you are adding or changing information about a beneficiary, this screen displays the soldier's SSN, name, and rank. Other fields accessed from this screen are described as under.

#### Field

#### Description

Beneficiary Name:

Enter the name of the beneficiary. The format for an Associated Person's name is the following: “First Name”, “Middle Name” “Last Name” “Person Version Number”. “Person Version Number” is “III” or “Jr”.

Relation:

Press **<F2>** to see a list of choices (e.g., wife; son).

Unusual Designation:

Enter **<Y>** for ‘yes’ or **<N>** for ‘no’ if the beneficiary is an unusual designation. If the beneficiary meets the criteria above as an unusual designation, then the soldier is required to receive counseling. Counseling of the soldier for unusual beneficiary designations must be completed in accordance

with AR 608-2, as follows:

When a soldier is likely to be survived by either dependents or parents, or when the soldier names some other person as beneficiary, then a responsible person (officer, WO, senior NCO (E7 to E9), or civilian of equivalent GS-6 and higher, will counsel the soldier. As a minimum, the counselor will advise the soldier that SGLV-8286 is intended to provide some form of financial security for dependents or parents. Additionally, soldiers will be informed that election of beneficiaries is a personal choice requiring careful consideration. Consult the governing directive and/or the appropriate supervisor for policy guidance.

Lives With Soldier?:

Enter <Y> for 'yes' or <N> for 'no' to indicate whether or not the beneficiary lives with the soldier. If yes, address fields are filled automatically.

Guardian Name:

Enter the name of the guardian.

Relation:

Enter the relationship to the soldier.

Unit/Street Address:

Complete the beneficiary's address (if not living with soldier). Fill in as complete an address as possible (Unit/Street, City, State, Zip, Foreign State, Country, APO/FPO, Gateway Area Code, Foreign Postal Code, and Phone Number). While in any address field, you can press <F8/F6> to get a browse menu of all existing addresses associated with the soldier and the soldier's family members. Highlight the applicable address and press <Enter>. All of the address fields will then populate. This function eliminates the need to reenter the same address for multiple beneficiaries who reside at the same address.

Principal/Contingent:

Enter <P> (Principal) or <C> (Contingent). Proceeds are paid to the beneficiary (ies) named or as provided "By Law" if that is the selection. A total of 10 beneficiaries, can be named according to the following structure:

Principal-By Law and 10 contingents; or 10 principals and Contingency-By Law; or 10 beneficiaries split between the two categories.

Number of Shares:

Enter the number of shares this beneficiary should receive (1 to 100). The total of all beneficiary shares must equal 100 before an SGLV-8286 form can be printed.

Number of Payments:

Pay out to the beneficiary can be in 1 installment or in 36 as directed by the soldier.

### Trust Actions:

To delete a trust, highlight the trust's name and press <F8/F5>. After verifying that you have selected the right trust at the "SGLV Form 8286 (Delete Trust)" screen, press <F3> to continue. From the delete confirmation screen, which appears next, press <Enter> to complete the deletion. If

the trust is not on another list, it will be deleted from the database.

To change information about a trust such as the distribution of shares, highlight the trust's name at the SGLV-8286 (Master Menu) and press **<Enter>**. This displays the "SGLV Form 8286 (Trust)" screen as shown below.

```

SGLV Form 8286 (Trust)
*CHANGING RECORD*

SSN: 111111111 Name: JACKSON JOHN JAMES Rank: PU1

Name of Trust: MARY TRUST

Trust Language for SGLV-8286:
This is Mary's trust for the future

Principal/Contingent: P
Number of Shares: 10 /100
Number of Payments: 1

F3 = SAVE to process; F6 = CANCEL

```

To add a new trust, highlight "ADD A NEW TRUST FOR SGLV FORM 8286" option from the "SGLV Form 8286 (Master Menu)" and press **<Enter>**. This displays the "SGLV Form 8286 (Trust)" screen as shown.

```

SGLV Form 8286 (Trust)
* ADDING RECORD *

SSN: 111111111 Name: JACKSON JOHN JAMES Rank: PU1

Name of Trust:

Trust Language for SGLV-8286:

Principal/Contingent: P
Number of Shares: 0 /100
Number of Payments: 1

F3 = SAVE to process; F6 = CANCEL

```

If you are adding or changing information about a trust, this screen displays the soldier's SSN, name, and rank. Other fields accessed from this screen are described as under.

Field	Description
Name of Trust:	Enter the name of the Trust. Make sure that this name is easily distinguishable from the names of the other beneficiaries.
Trust Language for SGLV-8286:	Enter specific legal language required for this trust.
Principal/Contingent:	Enter <b>&lt;P&gt;</b> (Principal) or <b>&lt;C&gt;</b> (Contingent). Proceeds are paid to the beneficiary (ies) named or as provided "By Law" if that is the selection. A total of 10 beneficiaries, can be named according to the following structure:  Principal-By Law and 10 contingents; or 10 principals and

Contingency-By Law; or 10 beneficiaries split between the two categories.

Number of Shares: Enter the number of shares this beneficiary should receive (1 to 100). The total of all beneficiary shares must equal 100 before an SGLV-8286 form can be printed.

Number of Payments: Pay out to the beneficiary can be in 1 installment or in 36 as directed by the soldier.

Once you have completed entering the required data, press <F3> to save the screen. Next, the SGLV Form 8286 (Select Menu) will be redisplayed reflecting your updates. Press <F6> to exit this module. To print the SGLV-8286, choose menu Option #1 from "Print SGLV-8286/DD-93". **Note:** You will not be able to print the SGLV-8286 if no beneficiaries or trusts were entered as principle beneficiaries/trusts, and if the number of shares that all of the beneficiaries and trusts combined are to receive does not equal 100%.

### 5.3.1.9 DD-93 Processing (Comprehensive).

Select Option #3 from the "SGLV-8286/ DD-93 Family Member Processing", to gather and process information in order to produce the DD-93 form. Use DD Form 93 to gather details about a service member's family and estate in order to assist the Survivor Assistance Officer (SAO) in locating assets and family members in case of casualty. You can also use this form to designate beneficiaries for allotment of pay in the event of the service member's death, capture, internment or missing status. AR 600-8-1 requires that a new form be prepared for service members on active duty whenever there is a change in any item or, if no changes occur, at least every 3 years.

The comprehensive DD-93 processing module contains all screens necessary for processing the DD-93 form. Once the soldier information is collected through the comprehensive module, benefit designees may be added or changed through the comprehensive menu. To save time, they may be added or changed through the associated persons' DD-93 processing module that displays only screens applicable to designating beneficiaries.

You must choose this selection to begin a completely new record for a soldier. If a soldier only needs to UPDATE or CHANGE information already recorded, use menu Option #4, DD-93 Processing (Associated Persons).

To process the full DD-93, select Option #3 from the "SGLV-8286/DD-93 Family Member Processing". The following screen will appear.

```

Enter SSN (DD-93 Comprehensive)
SSN: 000111231   Name: AAFRY CHIX   Rank: CW3
Legal Name, First: CHIX
Middle: NMN
Last: AAFRY
Marital Status: MARRIED
Any Children? N
Last Date DD Form 93 Generated: 2000/06/29
Last Review Date: 2000/02/02
F3 = SAVE to process; F6 = CANCEL
Enter Soldiers First Name
  
```

Figure 5.3-12. DD-93 Processing (Comprehensive)

Enter the SSN. If the SSN is entered correctly, and the soldier is already on the database, this form will automatically be populated with the name and rank. Legal Name, Marital Status, and Last

Review Date can be updated at this time.

<u>Field</u>	<u>Description</u>
Marital Status:	Press <F2> to select from a list of choices for marital status: married, single, annulled, divorced, legally separated, interlocutory (pending final divorce decree). Highlight your choice with the arrow keys and press <Enter>.

Last Date DD Form 93 Generated:	System generated when the form is printed.
---------------------------------	--------------------------------------------

Last Review Date:	System generated when the form is saved.
-------------------	------------------------------------------

Once you finish entering data into this screen, press <F3> to save the screen or press <F6> to cancel. Pressing <F3> will display the DD Form 93 (Soldier Information) screen.

This screen requests information on the individual soldier. Start by asking the soldier for any commercial insurance policies and policy numbers he might have. This information is used by the Survivor Assistance Officer (SAO) to assist the family to submit claims if the soldier dies. This also allows the soldier to make a determination whether or not to notify his/her family in the event that he/she is lightly wounded, or injured. Next, ask the soldier if he/she has a will and, if so, where it is located. Unmarried soldiers are encouraged to designate a blood relative to receive their remains. Use the "Remarks" section to add any additional information that seems appropriate. Identification fields are displayed (soldier's SSN, name, and rank). Input fields accessed from this screen are described below.

<u>Field</u>	<u>Description</u>
Insurance Companies/Policy Numbers:	List up to four insurance companies and policy numbers.
Notify in Case of Light Injury:	Enter <Y> (yes) or <N> (no) to indicate whether or not family members should be notified if the soldier is lightly wounded.
Is there a will/Location of will:	Answer <Y> (yes) or <N> (no) to indicate the existence of a will, and specify where it can be located.
Disposition of Remains to:	Specify the name of the person who would receive the remains of the soldier in the event that he dies. Next, indicate the person's relation to the soldier and whether that person lives with the soldier. Fill in that person's complete address.
Remarks:	Enter free-form text for any information deemed pertinent to the individual soldier.

Once you have completed entering data into this screen, press **<F3>** to save the data and continue or press **<F6>** to cancel. Pressing **<F3>** will take you to the “DD Form 93 (Master Menu)”.

DD Form 93 (Master Menu)					
NAME	RELATION	DG%	UP%	MP%	SGLV
*** SELECT NEW PERSON FOR DD FORM 93 ***					
>DAUGHTER	DAUGHTER	0	0	0	Y
FATHER	FATHER	0	0	0	Y
MOTHER	MOTHER	0	0	0	Y
SON	SON	0	0	0	N
SPOUSE	WIFE	0	100	100	Y
TOTALS		0	100	100	

This menu displays persons included on the DD-93 and the immediate family members and spouses who have been added to the SGLV-8286 and family members who have been added elsewhere within the OUTPROC application.

This menu has an option to “SELECT NEW PERSON FOR DD FORM 93”. Also, all children, no matter where they reside, must be accounted for on this form.

You have three options in the DD Form - 93 (Master Menu).

Provided the beneficiaries are not listed elsewhere in the database, such as SGLV-8286, they may be deleted from the DD-93. Highlight the person’s name on the browse menu and press **<F8/F5>**. After verifying that you have selected the right person’s name at the “Delete DD-93 Name detail” screen, press **[ ]** to delete or **[ ]** to cancel the delete request. Pressing **[ ]** will display the delete confirmation screen. Press **[ ]** to complete the deletion or **[ ]** to cancel. Next, if the person you are deleting here, appears on the SGLV-8286, you will see a message indicating this and the option to delete that person from the SGLV-8286. Press **[ ]** (yes) followed by **[ ]** if you want that person deleted from the SGLV-8286 or press **[ ]** if you do not want to go through with the deletion. However, father and mother can not be deleted.

To add a new beneficiary, highlight “SELECT NEW PERSON FOR DD FORM 93” option from the “DD Form 93 (Master Menu)” and press **<Enter>**. This displays the “DD Form 93 (Select Menu)” screen as shown.

DD Form 93 (Select Menu)			
NAME	RELATION	SGLV	OTHER
>*** ADD NEW ASSOCIATED PERSON ***			

Highlight “ADD NEW ASSOCIATED PERSON” option from the “DD Form 93 (Select Menu),” and press **<Enter>**. This displays the “DD Form 93 (Benefits Designation)” screen as shown.

DD Form 93 (Benefits Designation)		
SSN: 000111231	Name: AAFRY CHIX	Rank: CW3
Name: _____	Relationship: _____	
DOB: _____	Existence Status: _____	
Lives with Soldier? Y		
Guardian Name: _____	Relationship: _____	
Unit/Street: _____		
City: _____	State: _____	ZIP Code: _____
Foreign State: _____	Country: US	APD/FPD: _____
Gateway Area Code: _____	Foreign Postal Code: _____	
Phone Number: _____		
Death Gratuity: N	Death Grat.: 0 %	
Unpaid Pay & Allowance: N	Unpaid Pay: 0 %	
Missing Pay & Allowance: N	Missing Pay: 0 %	
F3 = SAVE to process; F8/F6 = ADDRESS Choices; F6 = CANCEL		
Enter Name (First Middle Last); F2 = CHOICES		

This screen collects information that applies to each person associated with the service member. A

separate file must be established for each person. Files are required for “mother” and “father”, and all living children, regardless of where they reside. If the service member is married, a file for the “spouse” is also required. The date of birth is only required for children under 18. The “existence” status only applies to mother and father. If children under the age of 18 do not live with the soldier, then the name of a guardian is required. Death Gratuity is paid in the order of precedence established by Title 10 of the United States Code, to the spouse, then children in equal shares. Unpaid Pay and Allowances must total 100% among all beneficiaries. Missing Pay and Allowances can be less than 100%, but not more than 100%. To change information for a beneficiary, such as address or pay allotment percentages, highlight the name at the DD Form 93 (Master Menu) and press **<Enter>**. This will also display the “DD Form 93 (Benefits Designation)” screen. Details regarding each beneficiary are entered on this screen. The soldier’s identification fields are displayed (SSN/name/rank).

Field	Description
Name:	Enter the first, middle, and last names of the beneficiary.
Relationship:	Specify the designee’s relationship to the soldier or press <b>&lt;F2&gt;</b> for choices. Note: If the person designated as a beneficiary also meets the criteria as an “In Loco Parentis”, that fact should be noted in the Remarks section of the DD Form 93 (Soldier Information screen).
Date of Birth:	Enter the designee’s date of birth (only for children).
Existence Status:	For parents only, enter living, deceased, or unknown (or select from <b>&lt;F2&gt;</b> for choices).
Lives with Soldier:	Type <b>&lt;Y&gt;</b> (yes) or <b>&lt;N&gt;</b> (no) to indicate whether the designee resides with the soldier.
Guardian Name/Relationship:	If the designee is a minor who does not live with the soldier specify the guardian’s name and indicate his relation <b>to the soldier</b> (not to the minor). In case the guardian name is not available, the following screens will appear to enable to add the guardian.

DD Form 93 (Guardian Menu)		
NAME	RELATION	REASON INELIGIBLE
>*** ADD NEW PERSON FOR DD FORM 93 ***		
*** MINOR LIVING ON OWN; NO GUARDIAN ***		
DAUGHTER	DAUGHTER	** MINOR **
FATHER	FATHER	
MOTHER	MOTHER	
SON	SON	** MINOR **
SPOUSE	WIFE	** LIVING WITH SOLDIER **

Add Guardian	
Name: _____	Relationship: _____
DOB: _____	Existence Status: _____
Lives with Soldier? <b>Y</b>	
Unit/Street: _____	
City: _____	State: _____ ZIP Code: _____
Foreign State: _____	Country: <b>US</b> APO/FPO: _____
Gateway Area Code: _____	Foreign Postal Code: _____
Phone Number: _____	
F3 = SAVE to process; F8/F6 = ADDRESS Choices; F6 = CANCEL	

Address fields: Fill in the designee’s complete address including a phone number. If the designee is a minor and lives with a guardian, fill in the

guardian's address. Also, you can press <F8>/<F6> to arrive at a browse menu listing all of the addresses previously entered for the soldier and accompanying family members. Highlight the desired address, if available, and press <Enter>. Next, all of the applicable fields will populate with the address data.

#### Death Gratuity:

The death gratuity is provided to assist a surviving spouse or child. If the soldier has no surviving spouse or children, other beneficiaries may receive the allotment if the soldier so chooses. If the beneficiary is a spouse or child, the cursor skips this field. Specify Y (yes) or N (no) and the percentage of allotment that this person should receive.

#### Unpaid Pay & Allowance:

Enter <Y> or <N> to indicate whether the designee should receive allowances accrued to the service member since receipt of the last paycheck (includes - outstanding salary and unpaid leave). If yes, specify the percentage of allowance that this person should receive.

#### Missing Pay & Allowance:

Enter <Y> or <N> to indicate whether the designee should receive allowances if the soldier is declared missing, captured, or interned. Specify what percentage of the allowance the designee should receive. This provides guidance, but may be altered by the Service Secretary.

Once you have completed entering the proper data in this screen, press <F3> to save or <F6> to cancel. Next, the "DD Form 93 (Master Menu)" is redisplayed, reflecting your changes. If the beneficiary is an immediate family member (parent, spouse, or child), the "Immediate Family" screen will display automatically.

DD Form 93 (Immediate Family)

SSN: 000111231 Name: AAFRY CHIX Rank: CW3

Name: HENRY CHIX Relationship: FATHER

Maiden Name: \_\_\_\_\_

Service Member? ☒ SSN: \_\_\_\_\_ Branch: \_\_\_\_\_

Rank: \_\_\_\_\_ Active Duty? ☐ Official Title: DR. \_\_\_\_\_

Notify This Person In Case of a Casualty? ☒ Reason to not notify: \_\_\_\_\_

Notify Instead: \_\_\_\_\_ Relationship: \_\_\_\_\_

Lives with Soldier? ☐ Unit/Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Foreign State: \_\_\_\_\_ Country: \_\_\_\_\_ APO/FPD: \_\_\_\_\_

Gateway Area Code: \_\_\_\_\_ Foreign Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

F3 = SAVE to process; F8/F6 = ADDRESS Choices; F6 = CANCEL

Enter 'Y' or 'N'; F2 = CHOICES

This screen will only be accessible when you are working on the file of an immediate family member of the soldier. The information collected here will allow the Survivor Assistance Officer (SAO) to provide better service to the family. The maiden name is required for "wife" and "mother". The next series of questions ask if this immediate family member has a status in one of the seven branches of service (see F2 = choices). If so, in all cases the SSN is required. If the branch is Army, then the "Rank" field will be used with the appropriate Army rank. If the branch is one of the other six, then the rank must be entered in the "Official Title" block. If the family member has a civilian title, such as Mayor, then that title should be placed in the "Official Title" block. The last question deals with the service member's request to have an immediate family member NOT notified in case of the service member becoming a casualty and specifying who to notify instead.

#### Field

#### Description

Maiden name:

If the designee is the wife or mother of the soldier, enter the designee's maiden name, if known.



Service Member: Enter <Y> or <N> if the family member is a service member.

SSN: If the designee is a service member, enter the SSN of the family member.

Branch: Enter the branch of service that the family member belongs to, if applicable.

Rank: If in the Army, enter the rank of the family member.

Active Duty: If a service member, enter <Y> or <N> if the family member is on active duty.

Official Title: If the designee is a service member, provide as much information as possible to assist the SAO in locating this person through military channels. "Rank" applies only to Army personnel. For other branches of the service, include the person's rank in the Official Title field. Official title can also be used for non-military persons who use a title (e.g., Judge or Senator).

Notify in case of a Casualty: Enter <Y> or <N> if the soldier does or does not want to notify the designee of an emergency medical problem or his or her death. A designee can be flagged for alternate notification (e.g., in the event of frail health). If the designee should not be notified, enter <N> to the prompt.

Reasons to not notify: If you have entered <N> in the above field, then you would have to enter a reason in this field.

Notify instead: If you have entered <N> in the above field, then you will have to enter data in this field also.

Relationship: If you have entered <N> in the above field, then you will have to enter data in this field also.

Address: In this field, provide a complete address for the person who should receive notification. You can press <F8/F6> to arrive at a browse menu listing all of the addresses previously entered for the soldier and accompanying family members. Highlight the applicable address, if available, and press <Enter>. Next, all of the address fields will populate with the address data.

Once you complete entering the data required for this screen, press <F3> to save this screen or <F6> to cancel. After pressing <F3>, the "DD Form 93 (Select Menu)" will reappear and will reflect your updates. Press <F6> to exit this module. To print the DD-93, choose menu Option #5 from the "SGLV-8286/DD-93 Processing Menu".

#### **5.3.1.10 DD-93 Processing (Associated Persons).**


This option allows you to gather and maintain information on individuals associated with a soldier for the purposes of producing the DD-93 form. Once the comprehensive DD-93 module has been completed, you may add, change, or delete beneficiary information through this module, which skips the "Soldier Information" screen. Selection of this option from the "SGLV-8286/DD-93 Family Member Processing Menu" will display the following screen.

```

Enter SSN (DD-93 Associated Persons)
SSN: 000111231   Name: AAFRY CHIX   Rank: CW3
F3 = SAVE to process; F6 = CANCEL
  
```

Figure 5.3-13. DD-93 Processing (Associated Persons)

Enter the service member's SSN. If the SSN is entered correctly, and the soldier is already on the database, this form will automatically be populated with the name and rank. Verify the name and rank fields, then press <F3> to continue or <F6> to cancel.

Processing for associated persons from this point is identical to the DD-93 Comprehensive module. A browse menu will appear, listing persons already included on either the DD-93 or SGLV-8286. From the "DD Form 93 (Master Menu)", you can select designees to add, change, or delete. Details regarding each beneficiary are entered on the "DD Form 93 (Benefits Designation)" screen. Upon saving that screen, the "DD Form 93 (Master Menu)" is redisplayed, reflecting your changes. If the beneficiary is a parent, spouse, or child, the "Immediate Family" screen will follow. When you finish adding, changing, or deleting beneficiaries, press  to exit this module.

When exiting this function, warning messages will display if mother, father, or spouse entries are missing. Pressing <Y> (yes) at this warning screen will bring you back to the "DD Form 93 (Master Menu)" where you can enter this information.

#### 5.3.1.11 Print SGLV-8286/DD-93.

Use this selection to print completed Records of Emergency Data (DD 93) or Service-members' Group Life Insurance Election and Certificate (SGLV-8286) forms. Select Option #5 from the "SGLV-8286/DD-93 Family Member Processing", to print the SGLV-8286 or the DD-93 form. The first screen you will encounter will be a "Print SGLV-8286/DD-93" selection menu. On this menu, you have the following options.

```

Print SGLV-8286/DD-93
1. Print SGLV-8286
>2. Print DD-93
3. Print SGLV-8286/DD-93 Worksheet by SSN
4. Print SGLV-8286/DD-93 Worksheet by Unit
5. Print SGLV-8286
6. Load Laser Fonts
99. Return to Master Menu
  
```

Figure 5.3-14. Print SGLV-8286/DD-93

#### 5.3.1.12 Print SGLV-8286.

Use this option to print a completed SGLV-8286 Form for an individual soldier. Instructions for the Print SGLV-8286 option are as follows: At the "Print SGLV-8286/DD-93" selection menu, highlight SGLV-8286 (Option #1) and then press <Enter>. The following screen will appear.

```

Enter SSN (Print SGLV-8286)
SSN: 000111231   Name: AAFRY CHIX   Rank: CW3

Current Duty Station:

Witness Name:
Witness Rank, Title or Grade:
Witness Organization:

Print Instructions H
F8/F1 = PRINT; F6 = CANCEL
  
```

Figure 5.3-15. Print SGLV-8286

To select a soldier, enter the SSN. If it is a valid SSN, this form will automatically be populated with the Name and Rank. Also, enter the witness' NAME who will sign as witness at the bottom of the form, including witness' rank, title, or grade and witness' organization. It also prompts you if you want to print instructions. The default is 'N' for NO. Next, press <F8/F1> to print the selected form. This will take you to "Print Destination" screen. Enter the number of copies; class of printer and printer name. Press <F3> to print. Next, press <Enter> when you encounter the "Print in Background" screen. Press <F6> to cancel the print procedure.

### 5.3.1.13 Print DD-93.

Use this selection to print completed Records of Emergency Data (DD Form 93) for a soldier. To print the DD-93 form, select Option #2 from the "Print SGLV-8286/DD-93" menu. The following screen will appear.

```

Enter SSN (Print DD-93)
SSN: 000111231   Name: AAFRY CHIX   Rank: CW3
F8/F1 = PRINT; F6 = CANCEL
  
```

Figure 5.3-16. Print DD-93

To select a soldier, enter the SSN. If it is a valid SSN, this form will automatically be populated with the Name and Rank. Press <F8/F1> to print the selected form. This will take you to "Print Destination" screen. Enter the number of copies; class of printer and printer name. Press <F3> to print. Next, press <Enter> when you encounter the "Print in Background" screen. Press <F6> to cancel the print procedure.

### 5.3.1.14 Print SGLV-8286/DD-93 Worksheet by SSN.

This item allows you to print the SGLV-8286/DD-93 Worksheet for a soldier by the SSN. Select Option #3 from the Print SGLV-8286/DD-93 menu. The following screen will appear.

```

Print SGLI/DD-93 Worksheet by SSN
Print SGLI: Y   Print DD-93: Y   Print Instructions:
Print Blank Worksheet: _   SSN: _____
F8/F1 = PRINT; F6 = CANCEL
  
```

Figure 5.3-17. Print SGLV-8286/DD-93 Worksheet by SSN

This form allows you to print the SGLV-8286 worksheet, DD-93 worksheet and instructions. Blank form or forms for a soldier may also be printed from this screen.

Enter <Y> (yes) or <N> (no) at the prompts asking what items you want to print. Next, enter the SSN of the soldier for whom you are making the printouts. The last step is to press <F8/F1> to start the printing process. You will then see the "Print Destination" screen. Enter the number of copies; class of printer and printer name. Press <F3> to print. Next, press <Enter> when you encounter the "Print in Background" screen. Press <F6> to cancel the print procedure.

### 5.3.1.15 Print SGLV-8286/DD-93 Worksheet by Unit.

This item allows you to print the SGLV-8286/DD-93 Worksheet for an entire unit by the Unit

Identification Code (UIC). To print the SGLV-8286/DD-93 worksheet by unit, select Option #4 from the Print SGLV-8286/DD-93 menu. You will arrive at the Print SGLV-8286/DD-93 Worksheet by Unit screen.

Figure 5.3-18. Print SGLV-8286/DD-93 Worksheet by Unit

Enter a valid Unit Identification Code (UIC) or press <F2> to get a list of valid UIC. Highlight the desired UIC with your arrow keys and press <Enter>. Press <Enter> again to populate the Unit Name field. Next, enter ☐ (yes) or ☐ (no) at the field prompts asking you if you want to print the SGLV-8286 and/or the DD-93.

Once you complete the above steps, press <F8/F1> to print. The “Print Destination” screen will appear. Enter the number of copies; class of printer and printer name. Press <F3> to print. Next, press ☐ when you encounter the “Print in Background” screen. Press <F6> to cancel the print procedure.

#### 5.3.1.16 Print SGLV-8285.

Selection of this option from the “Print SGLV-8286/DD-93” will display the following screen.

Figure 5.3-19. Print SGLV-8285

Enter the SSN of the soldier and press <Enter>. This will populate the name, rank of the soldier, and the current SGLV-8286 amount. Enter the new SGLV-8286 amount you wish to change and press ☐ to print or <F6> to cancel the operation. In case the soldier has already the maximum allowable account in SGLV-8286, then the following message will appear.

#### 5.3.1.17 Load Laser Fonts.

Selection of this option from the “Print SGLV-8286/DD-93” will display the following screen.

```

Load Laser Fonts

LASER PRINTER NAME: _____

F3 = SAVE to continue; F6 = CANCEL to abort

```

Figure 5.3-20. Load Laser Fonts

Enter the printer name or select from <F2> Choices.

```

Available Laser Printers
2537las1-s TEST FOR SGLI
>2537las1 TEST FOR 93
2603las1 BLDG 2603 OL830P IN/OUT FORMS
2603las1-s BLDG 2603 FOR SGLI AND 93 OL830P
2603las2-s BLDG 2603 IN/OUT FOR SGLI/93
2603vol1 2603 TRANSITION POINT
c2577las1 BLDG 2577 OL830P IN/OUT FORMS
c2577las1-s BLDG 2577 FOR SGLI AND 93 OL830P
c2577las2-s BLDG 2577 IN/OUT FOR SGLI/93
c2577vol1 2577 TRANSITION POINT
camappocprt APPOC TEST PRINTER
laser BY THE FRIDGE

```

Pressing <F3> will produce the following screen.

```

Loading Laser Fonts

The laser fonts are currently being downloaded to the printer in the
background. It will take a few minutes for this process to complete.
It is advisable not to send any print jobs to the printer until the
fonts are completely loaded.

Press RETURN to continue

```

### 5.3.1.18 SIDPERS Transaction Menu.

From this menu, you can prepare any of eight transactions for submission to the SIDPERS Interface Branch (SIB) in the installation Military Personnel Division (MPD). Access to this menu is restricted by security permissions assigned to each OUTPROC user established by your installation's FA. From this menu you can perform an arrival transaction, a departure transaction or revoke either type of transaction. You may also choose this menu item to prepare a TDR "N" transaction, if required. Selection of this menu from the "Peacetime Menu" will display the following sub-menu.

```

SIDPERS Transaction Menu
1. Add a Soldier to Database (Arrival Transaction)
>2. Depart a Soldier (Departure Transaction)
3. Revoke an Arrival Transaction
4. Revoke a Departure Transaction
5. Create TDR "N" Transaction
6. Create "NX" Transaction
7. Create "SEP" Transaction
8. Transaction Maintenance Menu
99. Return to the Master Menu

```

Figure 5.3-21. SIDPERS Transaction Menu

### 5.3.1.19 Add Soldier to Database.

When a service member reports to a new duty station, an arrival transaction must be submitted to SIDPERS. If a service member has not been reflected on SIDPERS as having a "pending gain" status,

you must first complete a TDR “N” Transaction before an arrival transaction can be submitted. This selection will allow you to prepare a SIDPERS “ARRIVAL” transaction. This selection will only be used when the soldier has been reported as a “PENDING GAIN” by SIDPERS. You may not be allowed access to this menu depending on, whether you have been granted permission to prepare ‘ARRIVAL’ transactions by your supervisor. To prepare an arrival transaction, select this option from the “SIDPERS Transaction Menu”. The following screen will appear.

```

Add a Soldier to Database (Arrival)

SSN: _____
DATE: _____ NAME: _____ ORIG: _____
REPORTING DATE: _____
LOSING UIC: _____
GAINING UIC: _____
GRADE ABBREVIATION: _____
PMOS (ENL/WO) AOC (OFF): _____
SEX: _ POSN: _____

F3 = SAVE to commit work; F6 = CANCEL
  
```

Figure 5.3-22. Add Soldier to Database (Arrival)

Field	Description
SSN:	Enter the soldier's SSN whose arrival information is to be added or updated.
Date:	Enter the date of the transaction in the standard format.
Name:	Enter the soldier's name (Last, first, and middle name).
ORIG:	Personal originator code (person submitting the transaction). This field pre-populates and protects.
Reporting Date:	Enter the reporting date in the standard format or you can type "today" or "t" to insert the current date.
Losing UIC:	If a SIDPERS TDR was completed, this field will be filled in. Otherwise, enter the soldier's old unit (the unit the soldier is leaving), or press <input type="text"/> to select from a list of choices. You <b>are not</b> limited to the choices in the <input type="text"/> list for this field.
Gaining UIC:	If a SIDPERS TDR was completed, this field will be filled in. Otherwise, enter the soldier's new unit (the unit the soldier is arriving at), or press <F2> to select from a list of choices. In this field, you <b>are</b> limited to the choices in the <F2> list.
Grade Abbreviation:	Enter the soldier's rank or press <F2> for choices.
PMOS/AOC:	Enter the skill code for either an enlisted service member or warrant officer (PMOS), or for an officer (AOC).
Sex:	Enter M (male) or F (female).
POSN:	Enter the position number. 9992 pre-populates.
Once you finish entering data into this screen, press <F3> to save the information or press <F6> to cancel.	

#### 5.3.1.20 Depart a Soldier.

This selection will allow you to prepare a SIDPERS “DEPARTURE” transaction. Depending on, whether you have been granted permission to prepare DEPARTURE transactions by your supervisor, you may or may NOT be allowed access to this menu item. To report a soldier's departure to

SIDPERS, select this option from the “SIDPERS Transaction Menu”. The following screen will appear.

```

Depart a Soldier (Departure Transaction)
SSN: _____ DATE: _____
NAME: _____ ORIG: ____
LOSING UIC: _____ GAINING UIC: _____
REPORT DATE: _____
ULTIMATE GAINING UIC: _____ MDC: ____
DUTY STATUS: ____
NUMBER OF DAYS LEAVE: ____ NUMBER OF DAYS TDY: ____
F3 = SAVE to commit work; F6 = CANCEL
  
```

Figure 5.3-23. Depart a Soldier

Field	Description
SSN:	Enter the service member's SSN.
Date:	Enter the date of the transaction in the standard format or type "today" or "t" to insert the current date.
Name:	Enter the soldier's name (last, first, middle name).
ORIG:	This field pre-populates and protects.
Losing UIC:	Enter the soldier's old unit (the unit the soldier is leaving), or press <F2> for choices. The UIC entered here is limited to the codes shown on the list when you press <F2>.
Gaining UIC:	Enter the soldier's new unit (the unit the soldier is arriving to) or press <F2> for choices.
Reporting Date:	Enter the reporting date in the standard format or type "today" or "t" to insert the current date.
Ultimate Gaining UIC:	Enter the soldier's target unit. For example, if the gaining unit is temporary, specify the unit that the soldier will ultimately report.
MDC:	Enter the soldier's Movement Designator Code (MDC) or press <F2> to select from a list of choices.
Duty Status:	Enter the soldier's new duty status or press <F2> to select from a list of choices.
Number of Days Leave:	Enter the number of authorized leave days, if any.
Number of Days TDY:	Enter the number of authorized TDY days, if any.

Once you complete entering data into this screen, press <F3> to save the information or press <F6> to cancel.

#### 5.3.1.21 Revoke an Arrival Transaction.

Use this option to void the erroneous reporting of an arrival transaction that has been previously uploaded to SIDPERS. By providing the requested information, a "Revocation of Arrival" SIDPERS transaction will be processed. Depending on, whether you have been granted permission to prepare SIDPERS transactions, you may or may NOT be allowed access to this menu item. To revoke an arrival transaction, select this option from the "SIDPERS Transaction Menu". The

following screen will appear.

Figure 5.3-24. Revoke an Arrival Transaction

Field	Description
SSN:	Enter the service member's SSN.
Date:	Enter the date in the standard format.
Name:	This field will populate with the appropriate data.
Reporting Date:	This field will populate with the appropriate data.
Orig.:	This field pre-populates and protects.
Losing UIC:	Enter a valid UIC or press <F2> to get a list of choices. <b>Note:</b> You are <b>not</b> limited to the UIC choices in the <F2> list to enter in to this field. However, this must agree with the previous arrival transaction.
Gaining UIC:	Enter a valid UIC or press <F2> to get a list of choices. <b>Note:</b> You <b>are</b> limited to the UIC choices in the <F2> list to enter in to this field. However, this must agree with the previous arrival transaction.

Verify that the transaction is the one you wish to revoke, then press <F3> to commit the action or press <F6> to cancel.

### 5.3.1.22 Revoke a Departure Transaction.

Use this option to void the erroneous reporting of a departure transaction that has been previously uploaded to SIDPERS. To revoke a departure transaction, select this option from the "SIDPERS Transaction Menu". The following screen will appear.

Figure 5.3-25. Revoke a Departure Transaction

Field	Description
SSN:	Enter the service member's SSN.
Date:	Enter the date either in the standard format.
Name:	This field will populate with the appropriate data.
Reporting Date:	This field will populate with the appropriate data.
Orig.:	This field pre-populates and protects.



Losing UIC: Enter a valid UIC or press <F2> to get a list of choices. **Note:** You are **not** limited to the UIC choices in the <F2> list to enter in to this field. However, this must agree with the previous arrival transaction.

Gaining UIC: Enter a valid UIC or press <F2> to get a list of choices. **Note:** You **are** limited to the UIC choices in the <F2> list to enter in to this field. However, this must agree with the previous arrival transaction.

Verify that the transaction is the one you wish to revoke, then press <F3> to commit the action or press <F6> to cancel.

### 5.3.1.23 Create TDR "N" Transaction.

This selection will allow you to prepare a SIDPERS Transfer Data Record (TDR'N') transaction. Use this selection only when the soldier has NOT been reported as a "PENDING GAIN" through SIDPERS (i.e., when the SSN, although entered correctly is not recognized by the system). Depending on, whether you have been granted permission to prepare SIDPERS transactions by your supervisor, you may or may NOT be allowed to access this menu item.

To submit an arrival transaction to the SIDPERS database, the soldier must first be reflected in SIDPERS as being expected to arrive at the installation ("pending gain"). If a soldier is not a pending gain, submission of a TDR "N" Transaction is required. Select this option from the "SIDPERS Transaction Menu" to submit an arrival transaction to the SIDPERS database. The following screen will appear.

Figure 5.3-26. Create TDR "N" Transaction

Enter the SSN, name and rank of the soldier. Press <F3> to continue. Depending on the service member's rank, a set of screens (cards) for either officer or enlisted soldiers will appear. Complete the following fields from card 1:

Field	Description
MPC:	Enter the Military Personnel Class (E, W, or O).
DOR:	Enter the Date of Rank in the standard format.
Sex:	Enter <M> for Male or <F> for Female. Press <F2> for choices.
Race:	Press <F2> to select from a list of choices for race.

SVC Comp: Enter the Service Component. You can select from a list of choices by pressing **<F2>**.

AOC/PMOS: Enter the soldier's PMOS or AOC (for officers).

SKILL/ASI2 or ASI: Enter the soldier's skill level.

First Language ID: Enter the identification code for the soldier's first, i.e., most proficient language. You can select from a list of choices by pressing **<F2>**.

Second Language ID: Enter the identification code for the soldier's second language, if any. As with the FIRST LANGUAGE ID, you can select from a list of choices by pressing **<F2>**.

VSSN: Enter **<Y>** (yes) if the SSN has been verified. This field is protected from data entry most of the time.

PULHES: Enter the Physical Profile Series code. Valid entries are 6-digit numbers with each digit being from 1 to 4.

Citizenship Status: Enter the Citizenship Status. You can select from a list of choices by pressing **<F2>**. This field will appear for enlisted service members only.

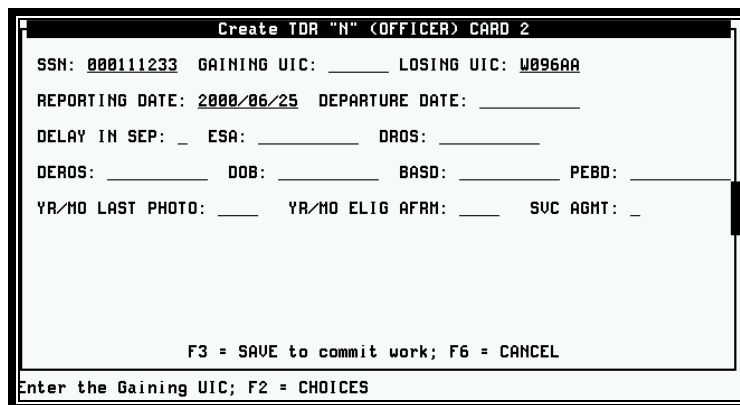
Physical Category Code: Enter the Physical Category Code. You can select from a list of choices by pressing **<F2>**.

PERSONNEL SECURITY  
INV COMP: Press **<F2>** for a list of valid entries for this field.

Strength Transaction: Enter the code to reflect assigned or attached status. You can select from a list of choices by pressing **<F2>**.

ORIG: This field pre-populates and protects.

Once you complete Card 1, press **<F3>** to save the information and continue to card 2 as shown and complete the fields.



The screenshot shows a terminal window titled "Create TOR "N" (OFFICER) CARD 2". The window contains the following fields and values:

- SSN: 000111233
- GAINING UIC: \_\_\_\_\_
- LOSING UIC: W096AA
- REPORTING DATE: 2000/06/25
- DEPARTURE DATE: \_\_\_\_\_
- DELAY IN SEP: \_
- ESA: \_\_\_\_\_
- DROS: \_\_\_\_\_
- DEROS: \_\_\_\_\_
- DOB: \_\_\_\_\_
- BASD: \_\_\_\_\_
- PEBD: \_\_\_\_\_
- YR/MO LAST PHOTO: \_\_\_\_
- YR/MO ELIG AFAM: \_\_\_\_
- SVC AGMT: \_

At the bottom of the window, it says "F3 = SAVE to commit work; F6 = CANCEL". Below the window frame, it says "Enter the Gaining UIC; F2 = CHOICES".

<u>Field</u>	<u>Description</u>
Gaining UIC:	Enter the new unit (the unit to which the soldier is transferred) or press <b>&lt;F2&gt;</b> for choices.
Losing UIC:	Enter the old unit (the unit the soldier is leaving) or press <b>&lt;F2&gt;</b> for choices. The UIC entered into this field is <b>not</b> limited to the choices on the list when you press <b>&lt;F2&gt;</b> .
Reporting Date:	Enter the Reporting Date in the standard format or type "t" or "today" to insert the current date.

Departure Date: Enter the Departure Date either in the standard format or type “t” or “today” to insert the current date.

Delay in Sep: Enter the Delay in Separation code. You can select from a list of choices by pressing <F2>.

ESA or ETS: Enter the Expiration Service Agreement (ESA) or Expiration Term of Service (ETS) date in the standard format. The prompt is dependent on the entry for rank.

DROS: Enter the Date Returned from Overseas (DROS).

DEROS: Enter the Date Eligible to Return from Overseas (DEROS).

DOB: Enter the Date of Birth (DOB).

BASD: Enter the Basic Active Service Date (BASD).

PEBD: Enter the Pay Entry Basic Date (PEBD).

Year/Month Last Photo: Enter the date photo last taken in the YYMM format.

Year/Month Eligible AFRM: Enter the date eligible for Armed Forces Reserve Medal (AFRM) in the YYMM format.

Service Agreement: Enter the Service Agreement Code (SAC). You can select from a list of choices by pressing <F2>.

Term Enlistment: Enter the Term of Enlistment.

Civilian Education Level: Enter the Civilian Education level attained. Select from a list of choices by pressing .

Press <F3> to save the information or press <F6> to cancel.

#### 5.3.1.24 Create “NX” Transaction.

Select this option from the “SIDPERS Transaction Menu” to display the following screen.

```

TRANS MNEMONIC "NX" FID "W" CARD 1&2
DATE: _____ MPC: _   SSN: _____
NAME: _____ ORIG: ____
IF ADDRESS IN A FOREIGN COUNTRY ENTER 'Y' ELSE LEAVE BLANK: _
STREET ADDRESS: _____
APARTMENT NUMBER: _____ CITY: _____ STATE: _____
ZIP CODE: _____ - _____ TELEPHONE NUMBER: _____
PUD: _____ DESCRIPTIVE DESIGNATOR: _____
F3=SAVE to commit work; F6=CANCEL
  
```

Figure 5.3-27. Create “NX” Transaction

Field	Description
MPC:	This field gets populated from the database.
SSN:	Enter the SSN of the soldier.
Name:	This field will be populated from the database.
Orig.:	This field will be populated from the database.
Street Address:	Enter the street name.
Apartment Number:	Enter the apartment number.
City:	Enter the city name.

State: Enter the state name.  
 Zip Code: Enter the 9 digit zip code of the city.  
 Telephone No.: Enter the telephone number.  
 PUD: Enter the PUD.

Press <F3> to commit work or <F6> to cancel the operation.

### 5.3.1.25 Create “SEP” Transaction.

Select this option from the “SIDPERS Transaction Menu” to display the following screen.

Figure 5.3-28. Create “SEP” Transaction

Field	Description
SSN:	Enter the SSN of the soldier.
Name:	This field will be populated from the database.
Orig.:	This field will be populated from the database.
UPC:	Enter the Unit Processing Code (UPC) of the soldier.
Type of Transfer:	Enter the type of transfer or discharge of the soldier or press <F2> for choices.

SPD:	Enter the SPD code or press <F2> for choices.
Character Service:	Enter the character service code of the soldier or press <F2> for choices.
SGLV-8286-Coverage:	Enter the SGLV-8286 amount or press <F2> for choices.
Eligibility:	Enter the eligibility code or press <F2> for choices.
Major Command:	Enter the MACOM code or press <F2> for choices.
Separation to IRR Indicator Code:	Enter the separation to IRR indicator code or press <F2> for choices.

Press <F3> to commit work or <F6> to cancel the operation.

### 5.3.1.26 Transaction Maintenance Menu.

Select Option #8 from the “SIDPERS Transaction Menu,” to access a sub-menu of maintenance options for SIDPERS transactions initiated through Options 1-4, including submission of the transactions to the SIB. The options under the “Transaction Maintenance Menu” are as follows:

```

Transaction Maintenance Menu
1. View/Print SIDPERS Transaction Menu
>2. Delete SIDPERS Transaction Menu
3. Free-Form
4. SIDPERS Upload Transaction Menu
99. Return to the Master Menu
  
```

Figure 5.3-29. Transaction Maintenance Menu

Highlight your selection and press <Enter>.

### 5.3.1.27 View/Print SIDPERS Transaction Menu.

This option allows you to View or Print lists of SIDPERS Transactions. A list of transactions will be displayed, and you can print the list, or select multiple transactions to view. Only mark the first line of the two lines Transaction record. To produce a record of SIDPERS transactions, select this option from the “Transaction Maintenance Menu”. The following screen will appear.

```

View/Print SIDPERS Transaction Menu
NO  ORG  SSN      HNE  Date      Transaction
-----
1.  A    000111231  AAA   2000/06/25
    000625AAA  AAFRY000111231  A000625/09604/0KE43/CU3/12222/M/9992.
2.  A    000111231  NX    2000/06/29
    000629U000111231AAFRYA 15121  WILSHIRE BLVD      5  HAGERSTOWN      U
3.  A    000111231  SEP   2000/06/29
    000629SEP  AAFRY000111231  A0UAAA/A/BHK/A/20/10/1R/000502/A.
4.  A    000111231  NX    2000/06/29
    000629U000111231AAFRYA 511151115145551212
5.  A    000111231  REVD  2002/01/01
    020101REVDAAFRY000111231  A000628/0UAAA/05SAA.
6.  A    000111231  AAA   2000/06/25
    000625AAA  AAFRY000111231  A000625/0UAAA/0UA35/CU3/152F0/M/9992.
7.  A    000111231  AAA   2000/06/25
    000625AAA  AAFRY000111231  A000625/0UA35/0UAAA/CU3/152F0/M/9992.
8.  A    000111231  REVA  2000/06/28
    000628REVA000111231  A000628/09604/096AA.
FB/F1=PRINT ALL; F2=MARK to SELECT; RETURN=CONTINUE/VIEW; F6=CANCEL
  
```

Figure 5.3-30. View/Print SIDPERS Transaction Menu

From the “View/Print SIDPERS Transaction Menu”, highlight and press <F2> to mark each transaction you wish to view and/or print. When you finish marking transactions, press <Enter> to view a detail screen of each selection.

```

View/Edit SIDPERS Transaction

Social Security Number: 000111231      Originator Code: A
Transaction Type: AAA                    Transaction Date: 2000/06/25

Transaction : 000625AAA  AAFRY000111231  A000625/09604/0
               1234567890123456789012345678901234567890
               1          2          3          4

               KE43/CU3/12222/M/9992.
               1234567890123456789012345678901234567890
               5          6          7          8

F3 = SAVE to commit work; F6 = CANCEL
  
```

Use this screen to view the SIDPERS Transaction information. You can only edit the Transaction Date. Enter a valid originator code and a valid date. Other fields are for viewing only. Press <F3> to continue to display detail screens for all marked transactions. Press <F6> at any time to exit this module. If you prefer a printed copy, press <F8/F1>. A detail of each record selected will appear (or printed).

### 5.3.1.28 Delete SIDPERS Transaction Menu.

This option allows you to delete individual or multiple SIDPERS Transactions. A list of transactions will be displayed, and you can select multiple transactions for deletion. Only mark the first line of the two lines Transaction record. SIDPERS transactions created in error may be deleted before being uploaded to the SIDPERS database. Selection of Option #2 from the “Transaction Maintenance Menu” presents the following screen.

View/Print SIDPERS Transaction Menu			
NO	ORG	SSN	MNE Date Transaction
1.	A	000111231	ARR 2000/06/25
			000625ARR AAFRY000111231 A000625/09604/0KE43/CW3/12222/M/9992.
2.	A	000111231	NX 2000/06/29
			000629U000111231AAFRYA 15121 WILSHIRE BLVD 5 HAGERSTOWN U
3.	A	000111231	SEP 2000/06/29
			000629SEP AAFRY000111231 ABVAAA/A/BHK/A/20/10/1R/000502/R.
4.	A	000111231	NX 2000/06/29
			000629U000111231AAFRYA 511151115145551212
5.	A	000111231	REVD 2002/01/01
			020101REVDAAFRY000111231 A000628/0VAAA/055AA.
6.	A	000111231	ARR 2000/06/25
			000625ARR AAFRY000111231 A000625/0VAAA/0VA35/CW3/152F0/M/9992.
7.	A	000111231	ARR 2000/06/25
			000625ARR AAFRY000111231 A000625/0VA35/0VAAA/CW3/152F0/M/9992.
8.	A	000111231	REVA 2000/06/28
			000628REVA000111231 A000628/09604/096AA.

F8/F1=PRINT ALL; F2=MARK to SELECT; RETURN=CONTINUE/VIEW; F6=CANCEL

Figure 5.3-31. Delete SIDPERS Transaction Menu

A browse menu displays a list of SIDPERS transactions. Press **<F2>** to mark each transaction that you want to delete. Be sure that the > symbol appears to the left of each transaction that you want to delete. When you are finished marking all selected transactions to delete, press **<Enter>**. After pressing **<Enter>**, you will arrive at the “Delete SIDPERS Transaction Confirmation” screen.

Delete SIDPERS Transaction Confirmation	
Selected items will be permanently deleted from the database.	
Do you wish to delete (Y/N): _	
F3 = SAVE to commit work; F6 = CANCEL to abort	

Use this screen to obtain confirmation before the transaction(s) is deleted. Once confirmed, the selected item(s) will be deleted permanently from the database. Enter **<Y>** (yes) at the “Do you wish to delete marked items” prompt and then press **<F3>** to delete the items. Press **<F6>** at any time to cancel this module.

### 5.3.1.29 Free Form.

This option provides a vehicle for a free-form entry of a SIDPERS transaction. Experienced users may prefer to input SIDPERS transactions directly in a free-form format that bypasses the menus offered through Options #1 through #4 from the “SIDPERS Transaction Menu”. To use the free-form method of entering SIDPERS transactions, select this option from the “Transaction Maintenance Menu”.

The screenshot shows a terminal window titled "Free-Form". Inside, the text "Originator Code: A\_" is displayed. Below it, the label "Transaction :" is followed by two lines of transaction data. Each line contains a 40-character string, with the first line broken into four 10-character segments and the second line broken into four 10-character segments. The segments are numbered 1 through 8. At the bottom of the screen, the text "F3 = SAVE to commit work; F6 = CANCEL" is displayed.

Figure 5.3-32. Free Form

The Free-Form screen provides a system-generated Originator Code, (protected) identifying the person creating the transactions based upon his or her Login ID. A field representing the transaction is also displayed, broken into two lines of 40 characters each. Enter the transaction above the character count lines. Press <F3> to save the screen and continue submitting free-form entries. Press <F6> at any time to cancel.

#### 5.3.1.30 SIDPERS Upload Transaction Menu

This menu will allow you to create an upload transaction file tape. This will also allow you to send the upload transaction file electronically. Selection of this option from the "Transaction Maintenance Menu" will present the following screen.

The screenshot shows a terminal window titled "SIDPERS Upload Transaction Menu". Inside, there is a list of options: "1. Create Upload Transaction File Tape", ">2. Send Upload Transaction File Electronic", and "99. Return to the Master Menu". The second option is highlighted with a greater-than sign at the beginning.

Figure 5.3-33. SIDPERS Upload Transaction Menu

#### 5.3.1.31 Create Transaction Upload File Tape

Option #1 creates a SIDPERS upload file for tape transfer of the transactions to the SIDPERS database. Once SIDPERS transactions have been created, then you can create a list of transactions, for upload to the SIDPERS database via a 9-track tape device. Because system interface capabilities with SIDPERS may vary at each installation, check with your FA for instructions.

#### 5.3.1.32 Send Upload Transaction File Electronic.

Once SIDPERS transactions have been created, you can create a list of transactions for electronic upload to the SIDPERS database. Because system interface capabilities with SIDPERS may vary at each installation, check with your FA for instructions. When you select this option, the following screen will appear.

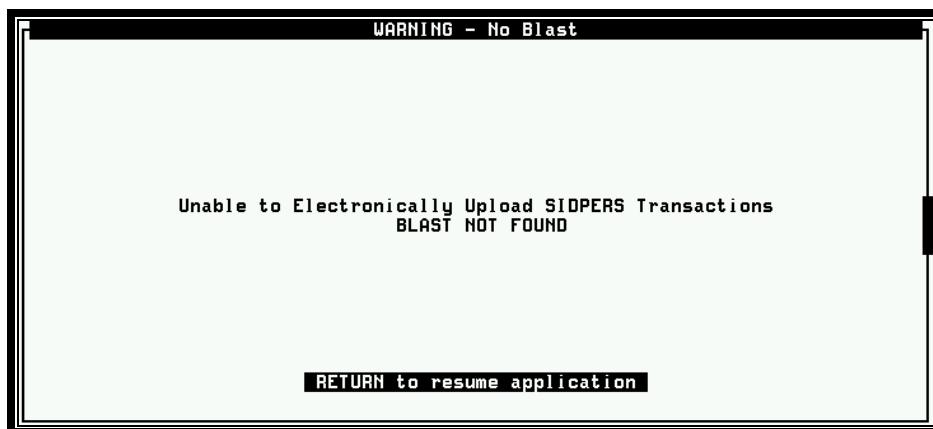


Figure 5.3-34. Send Upload Transaction File Electronic

### 5.3.1.33 Out-Processing Control Center Menu.

This menu provides access to many out-processing functions, which manage the out-processing procedure for an individual soldier. When you select this option from the “Peacetime Menu,” the following screen will appear.

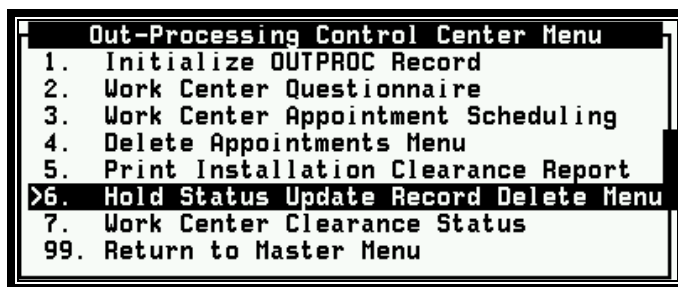


Figure 5.3-35. Out-Processing Control Center Menu

- Option 1 initiates the out-processing routine on OUTPROC for a departing service member.
- Option 2 displays a questionnaire for each work center defined as optional for out-processing. This questionnaire helps out-processing personnel determine if appointments need to be scheduled for a particular soldier.
- Option 3 allows out-processing personnel to make appointments for a soldier.
- Option 4 allows out-processing personnel to delete appointments either by work center or by individual
- Option 5 produces a report of out-processing requirements for an individual soldier.
- Option 6 allows out-processing requirements for a soldier to be suspended, either temporarily or permanently.
- The clearance status of a soldier’s out-processing requirements for a particular work center is recorded through Option #7.

### 5.3.1.34 Initialize OUTPROC Record.

Initializing a record identifies an out-processing soldier to the OUTPROC database to schedule work center appointments. Additionally, an installation may set an estimated departure date for the soldier. If you specify a departure date, OUTPROC does not allow individual appointments to be scheduled after that date. To initialize an OUTPROC record, choose Option 1 from the “Out-Processing Control Center Menu”. The following screen appears.



```

Initialize OUTPROC Record
*-----*
SSN: _____ Name: _____ Rank: _____

Out-Processing Start:  Date: _____
                      Time: _____

Required Clearance Date: _____

Departure Reason: _____

F3 = SAVE to continue; F6 = CANCEL to abort
F8/F4 = SELECT required Work Centers
  
```

Figure 5.3-36. Initialize OUTPROC Record

Field	Description
SSN:	Enter the soldier's SSN. If you enter an SSN that is not in the database, you will have to complete a SIDPERS "TDR" Transaction.
Name:	This field will automatically fill in after entering a valid SSN.
Rank:	This field will automatically be filled in upon entering a valid SSN.
Out-Processing Start Date:	This field and the <b>Time</b> field should populate with the current date and time. If they do not, enter the date that the soldier is to begin out-processing. Enter dates in the standard format. You can also type "today" or "t" to insert the current date.
Time:	Enter the time that out-processing is to begin for the soldier. Enter times in the <i>HHMM</i> format.
Required Clearance Date:	Enter the date the soldier is required to have completed out-processing. Various reasons merit a required clearance date such as deployment, unit transfers, and expirations of service agreements.
Departure Reason:	Press <F3> to access a list of valid reasons for departure. Select the entry most appropriate for the reason for departure and press <Enter>.

Once you have entered the required data in the above fields, press <F3> to save the update and to redisplay the previous menu. Press <F6> to cancel the action.

Pressing <F8/F4> to select required work center will display the following screen.

```

Required Work Centers
Browse Menu
SSN: 11111111
Work Center Name
-----
CENTRAL ISSUE FAC(*)
DEERS/RAPIDS/IO-SAC
DENTAL SCREENING
DENTAL-SAC
DNA
DNA-SAC
OPCA
ENL STA MGT
FINANCE IN
FINANCE-SAC
HAAF ACS/REA
HAAF CHRS
HAAF COMMISSARY
HAAF DOIM PBO
  
```

Highlight your selection and press <Enter>.

### 5.3.1.35 Work Center Questionnaire.

To help you determine if a soldier needs to out-process at the conditional (not required) work centers, use a work center questionnaire. The questionnaire guides you through a series of questions to ask the out-processing soldier for each optional work center. Questions on questionnaires are always structured so that if a **yes** response is given to any question for an optional work center, the soldier will be scheduled for that work center. When the soldier's answers indicate that an appointment should be scheduled for a work center, you can schedule the appointment directly, then continue the questionnaire for the next work center.

If out-processing through a work center is required rather than optional, use menu Option #3 – “Work Center Appointment Scheduling”. Since the order of a required work center may prevent you from scheduling appointments for optional work centers, you should first schedule appointments for mandatory work centers through menu Option #3 then select the questionnaire.

Select Option #2 from the “Out-Processing Control Center Menu” to begin using a work center Questionnaire. The following screen will appear.

```

Identify Soldier for Questionnaire
SSN: _____ Name: _____ Rank: _____
F3 = SAVE; F6 = CANCEL
  
```

Figure 5.3-37. Identify Soldier for Questionnaire

Enter the soldier's SSN and verify the name and rank. You can press <F2> (Choices) to access a list of SSNs from which to select. When you have completed, press <F3> to continue or  to cancel. If you press <F3>, the “Questionnaire Check List Response” screen will display the first question for the first work center.

```

Questionnaire Checklist Response
SSN: 000111231 Name: AAFRY CHIX Rank: CW3

Work Center: PERS INFO-SRP Question Display Order: 2
Question: Does SGLI need updating?
Response: _____

Work Center: PERS INFO-SRP Question Display Order: 3
Question: Does DD 93 need updating?
Response: _____

Work Center: PERS INFO-SRP Question Display Order: 4
Question: Is soldier an alien? (Germany - Turkey)
Response: _____

F3 = SAVE to continue; F6 = CANCEL
Enter Yes or No or F2 for CHOICES
  
```

Figure 5.3-38. Work Center Questionnaire

The order of both questions and work centers are determined through the “Work Center Administration Menu”.

Field	Description
SSN:	The SSN that was entered on the previous screen will appear.
Name:	The soldier's name will appear.
Rank:	The soldier's rank will appear.
Work Center:	The work center name will appear.
Question Display Order:	The question display order will appear.
Question:	The question that you need to ask the soldier will appear in this field. Ask the soldier the question as it is stated in the

question field.

Response:

Enter the soldier's answer as either a 'YES' or 'NO'. If you enter  to any of the questions on a questionnaire, the remaining questions will become protected from data entry. This is because once a **yes** response has been given to any question, an appointment must be made at that work center.

Press **<F3>** to continue to subsequent questionnaires for other optional work centers. If you reach blank lines in a questionnaire where questions normally appear, data cannot be entered in these blank areas. This signifies that the questionnaire for this work center is complete. When you have completed the questionnaire for all of the optional work centers, press **<F3>**. Next, you will see the following message stating that the questionnaire has been completed.

Completed
You have completed the Questionnaire.
RETURN to continue

Press **<Enter>** and you will see a prompt, which asks if you wish to continue to the "Appointment Schedule Menu" where you can schedule appointments.

PROCEED TO APPOINTMENT SCHEDULING
Would you like to proceed to Appointment Scheduling?
RETURN to proceed; F6 = CANCEL to return to Menu.

Press **<Enter>** if you do. Now you can directly schedule soldiers for out-processing at work centers based on the results of the questionnaire.

APPOINTMENT SCHEDULE MENU				
O	SSN: 000111231			
D	Name: AAFRY CHIX			
E				
R	Work Center	Date	Day	Strt Stop Time Time
-----				
>1	MUC OUTPROC START			
	PEAS INFORMATION			
	TEST			
	TRANSITION POINT			

The "Appointment Schedule Menu" displays the current schedule of work center appointments for the soldier. Highlight the work center that you wish to schedule an appointment for and press **<Enter>**. Next, you will see a list of available time slots for the highlighted work center for which you can schedule appointments.

APPT SELECTION MENU				
Work Center: EDUCATION OFFICE				
Date	Day	Start Time	Stop Time	
>1998/03/05	THU	0800	0915	
1998/03/05	THU	0915	1030	
1998/03/05	THU	1000	1115	
1998/03/05	THU	1115	1230	
1998/03/06	FRI	0800	0915	
1998/03/06	FRI	0915	1030	
1998/03/06	FRI	1000	1115	
1998/03/06	FRI	1115	1230	
1998/03/09	MON	0915	1030	
1998/03/09	MON	1000	1115	
1998/03/09	MON	1115	1230	
1998/03/10	TUE	0800	0915	
1998/03/10	TUE	0915	1030	

To select an appointment, highlight an appointment time slot that does not conflict with those already scheduled and then press **<Enter>**. When scheduling appointments, allow time to travel from one work center to the other.

After completing the above steps, the “Appointment Schedule Menu” redisplay. Continue following the steps above for each work center that you want to schedule.

At this point, if you want to print or view the soldier’s present out-processing record, you can press **<F8/F1>**. The first screen that you will see is the “SSN/Report Selection” screen. This report displays the soldier’s present completion status at each work center, the soldier’s scheduled appointments, and special instructions related to the soldier’s out-processing.

You can automatically schedule appointments for mandatory work centers by pressing **<F8/F5>** while in the “Appointment Schedule Menu”. This function will not work if any appointments have already been scheduled. The order in which work centers are to be visited, however, is preserved.

After pressing **<F8/F5>**, the computer will process the auto-scheduling request. You may encounter various error messages such as shown below, that may prevent you from automatically scheduling appointments.

SOLDIER HAS EXISTING APPOINTMENTS	
This Soldier has appointments scheduled. You may not automatically schedule appointments for this Soldier unless you F8/F4 DELETE each appointment first.	
RETURN to continue	

These reasons may include, among others, a lack of available appointment slots. Please read the error messages carefully because they provide solutions to possible auto-scheduling problems.

### 5.3.1.36 Work Center Appointment Scheduling.

To schedule or reschedule a soldier’s appointment for a work center, select menu Option #3 from the “Out-Processing Control Center Menu”. The following screen will appear.

Identify Soldier for Scheduling		
SSN: 000111231	Name: AAFRY CHIX	Rank: CW3
F3 = SAVE; F6 = CANCEL		

Figure 5.3-39. Identify Soldier for Scheduling

Enter the soldier’s SSN, verify the soldier’s name/rank. You can press **<F2>** (Choices) to access a list of SSNs from which to select. Then press **<F3>** to continue. You will see the “Appointment Schedule Menu” which displays the current schedule of appointments for the soldier.

```

APPOINTMENT SCHEDULE MENU
O
R   SSN: 000111231
D   Name: AAFAY CHIX
E
R   Work Center      Date      Strt Stop
   -----
>1 MUC OUTPROC START
   PERS INFORMATION
   TEST
   TRANSITION POINT

```

Highlight the work center, which you want to make an appointment for and press **<Enter>**. The following screen will appear.

```

APPT SELECTION MENU
Work Center:
EDUCATION OFFICE
Date      Day      Strt Stop
-----
>1998/03/05 THU 0800 0915
1998/03/05 THU 0915 1030
1998/03/05 THU 1000 1115
1998/03/05 THU 1115 1230
1998/03/06 FRI 0800 0915
1998/03/06 FRI 0915 1030
1998/03/06 FRI 1000 1115
1998/03/06 FRI 1115 1230
1998/03/09 MON 0915 1030
1998/03/09 MON 1000 1115
1998/03/09 MON 1115 1230
1998/03/10 TUE 0800 0915
1998/03/10 TUE 0915 1030

```

While in this menu, choose from available appointment slots for the selected work center. Highlight the desired appointment times with your arrow keys and press **<Enter>**. When scheduling appointments, allow sufficient time to travel from one work center to the other. Error messages are displayed if work centers are scheduled out of the indicated order or if an appointment conflicts with a previously scheduled appointment. In this event, press **<Enter>** to continue and re-select the work center or reschedule the appointment as appropriate. After an appointment is selected, the "Appointment Schedule Menu" is redisplayed reflecting the new appointments. If you choose, you can delete appointments while in the "Appointment Schedule Menu" by using the arrow keys to highlight an existing work center appointment and pressing **<Enter>**. Next, you are brought to a delete confirm screen. Enter **<Enter>** when prompted to confirm the deletion of the selected appointment and then press **<Enter>** to commit the deletion or press **<Enter>** to cancel.

You can print the Checklist (schedule) from the "Appointment Schedule Menu" by pressing **<F8>** followed by **<F1>**. If, all required, appointments have not been scheduled, a message will appear to remind you. If you decide to schedule all appointments before printing the report, press **<F6>** to cancel the print request. If you decide to print the report anyway, respond "yes" to continue print request prompt, then press **<F3>** to continue.

You can automatically schedule appointments for mandatory work centers by pressing **<F8>** and then **<F5>** while in the "Appointment Schedule Menu". This function will not work if appointments have already been made for the soldier. The order in which work centers are to be visited, however, is preserved. After pressing **<F8/F5>**, the computer will process the auto-scheduling request. You may encounter various error messages that may prevent you from automatically scheduling appointments. These reasons may include, among others, a lack of available appointment slots. Please read the error messages carefully because they provide solutions to possible auto-scheduling problems.

### 5.3.1.37 Delete Appointments Menu.

When you select this option from the "Work Center Out-Processing Menu," the following screen will appear.



Figure 5.3-40. Delete Appointments Menu

### 5.3.1.38 Delete Appointments by Work Center.

Selection of this option from the “Delete Appointments Menu” will present the following screen.



Press <F2> to mark and press <Enter>. This will produce the following screen.



Figure 5.3-41. Delete Appointments by Work Center

Highlight the item you want to delete and press <Enter>. This will take you to the following ‘delete confirmation’ screen.



Enter <Y> when prompted to confirm the deletion of the selected appointment and then press <F3> to proceed with or [ ] to cancel the delete request.

### 5.3.1.39 Delete Appointment by Individual.

Selection of this option from the “Delete Appointments Menu” will present the following screen.



Figure 5.3-42. Delete Appointment by Individual

Highlighting your selection and pressing <Enter> will produce the following screen.



Highlighting the appointment you wish to delete and pressing <Enter> will present the following delete confirmation screen.

```

MULTIPLE APPOINTMENT DELETE CONFIRMATION

Item(s) selected will be permanently removed from the database

Do you wish to delete the item(s) selected?  _

F3 = SAVE to commit work; F6 = CANCEL

```

Enter **<Y>** when prompted to confirm the deletion of the selected appointment and then press **<F3>** to proceed with deletion or **<F6>** to cancel the delete request.

#### 5.3.1.40 Print Installation Clearance Report.

This report provides an account of an individual soldier's out-processing requirements and shows the status of clearance confirmations. It can be used as a control checklist to support requirements of an installation and the needs of each soldier. The Installation Clearance Record is used in lieu of the Form 137. Instructions appearing at the top of the checklist are created via Option #2 from the "Print/View Appointment Scheduling" screen. Remarks created through this selection, if selected when prompted, are printed at the bottom of this checklist. Those workstations that are identified as required, for out-processing through the "Work Center Administration Menu" will always appear on this form. Other workstations appearing on the checklist are dependent on requirements established at each installation and may be unique for each service member.

Also available from this module is the printing/viewing of the Information Report, which provides general information about work centers (e.g., office hours, required documents, etc.). The information report may also be produced by itself through Option #3 from the "Work Center Administration Menu". To produce the report(s), choose Option #5 "Out-Processing Control Center Menu". The following screen appears.

```

Installation Clearance Record
SSN: 000111231 Name: _____ Rank: ____
Orders #: _____ Date of Orders: _____
Losing UNIT: _____
Gaining UNIT: _____
Reason for Departure: _____ Departure Date: _____
Does soldier have a Government Travel Card? _ Disposition: _____
Is ACAP Processing Completed? _ Remarks: _____
Soldier has completed Out-Processing? _ Remarks: _____
Include Schedule? _ Include Work Center Information? _
Printed by: _____
Telephone Number: _____
F8/F1 = PRINT; F6 = CANCEL
Enter service member's SSN

```

Figure 5.3-43. Print Installation Clearance Report

Enter the SSN of the soldier at the SSN prompt. You can press **<F2>** (Choices) to access a list of SSNs from which to select. Verify the name and rank, with information provided by the system. If you want to include printing of the Information Report, enter **<Y>** at the prompt.

At the respective prompts, enter the soldier's reason for departure from the installation (press **<F2>** to select from a list of field choices) and a complete address for the soldier's new duty assignment. Press **<F8>** followed by **<F1>** to print the report(s). The following screen will appear.

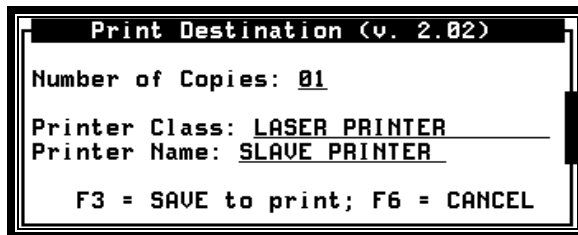
```

Soldier Remarks
Unit/Battalion-level out-processing requirements:

```

At the "Soldier Remarks" display, press **<F2>** to mark which remark, if any, you want included at

the end of the report, then press <Enter>. This will take you to the print destination screen.



Print Destination (v. 2.02)

Number of Copies: 01

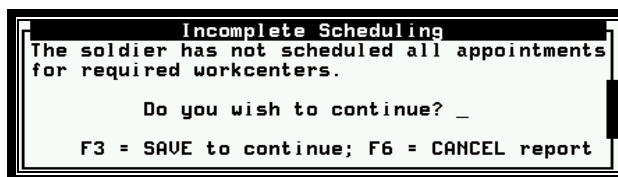
Printer Class: LASER PRINTER

Printer Name: SLAVE PRINTER

F3 = SAVE to print; F6 = CANCEL

Enter the number of copies, printer class, and name of the printer. Press <F3> to print. Press <F6> if you wish to cancel the print procedure.

Note: If out-processing has not yet been completed for all required appointments, the following message will appear that scheduling for the soldier is incomplete.



Incomplete Scheduling

The soldier has not scheduled all appointments for required workcenters.

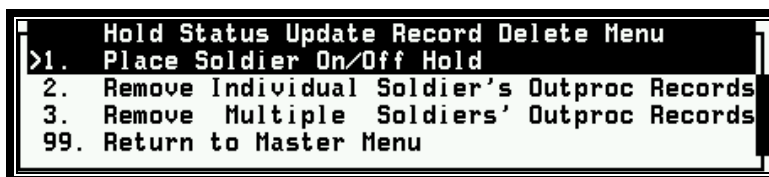
Do you wish to continue? \_

F3 = SAVE to continue; F6 = CANCEL report

If you still wish to print or view the report, respond “yes” to the continue print request message, then press <F3> to continue or press <F6> to cancel the report request.

#### 5.3.1.41 Hold Status Update Record Delete Menu.

OUTPROC provides a user with the ability to place a soldier “on hold” which prevents the soldier from out-processing through any work centers. You can also specify to remove the records of one or more soldiers from the out-processing database. Select Option #6 from the “Out-Processing Control Center Menu” to access the “Hold Status Update Record Delete Menu”.



Hold Status Update Record Delete Menu

>1. Place Soldier On/Off Hold

2. Remove Individual Soldier's Outproc Records

3. Remove Multiple Soldiers' Outproc Records

99. Return to Master Menu

Figure 5.3-44. Hold Status Update Menu

Select your desired option - either to place a soldier on or off hold status or to remove individual or multiple soldiers' OUTPROC records.

##### 5.3.1.41.1 Place Soldier On/Off Hold.

There may be occasions when out-processing must be temporarily, suspended for a soldier, such as in the event of a medical emergency or for an investigation. Choose menu selection 1 from the “Hold Status Update Record Delete Menu” to assign or delete a temporary hold status for a soldier.



```
Place Soldier On/Off Hold

SSN: 000111231  Name: _____  Rank: ____

Place Soldier on Hold: _

Date of Current Hold: _____

F3 = SAVE to continue; F6 = CANCEL

Enter Soldier's SSN
```

Figure 5.3-45. Place Soldier On/Off Hold

Enter the soldier's SSN at the SSN prompt. You can press <F2> to access a list of SSNs from which to select. Verify the name and rank fields that will display. If a hold status has been previously assigned, the date will appear in the "Date of Current Hold" field. At the prompt "Place Soldier on Hold", press <Y> to assign a hold status, or <N> to remove it. If you enter <Y>, the date of the hold status is automatically assigned. Press <F3> to save the update or press <F6> to cancel the action.

#### 5.3.1.41.2 Remove Individual Soldier's Out-Processing Records.




Choose Option #2 from the "Hold Status Update Record Delete Menu" to remove soldier's out-processing records. This will present the following screen.


```
Remove Soldier's Out-Processing Records

SSN: 000111231  Name: AAFRY CHIX  Rank: CW3

F3 = SAVE to continue; F6 = CANCEL
```

Figure 5.3-46. Remove Soldier's Out-Processing Records

If a temporary, hold status, becomes permanent (e.g., the soldier re-enlists), you can remove a soldier from the OUTPROC database by selecting this option. Enter the soldier's SSN at the "SSN" prompt. You can press  to access a list of SSNs from which to select. Verify the name and rank fields. Press  to continue or  to cancel the remove records request.

Next, at the remove confirmation screen, enter <Y> followed by <F3> to confirm and proceed with the removing the selected soldier's out-processing records. If you prefer to cancel this action, press  before pressing <F3>.

```
Confirm Remove Soldier's OUTPROC Records

Item(s) selected will be permanently removed from the database

Do you wish to delete the item(s) selected? _

F3 = SAVE to commit work; F6 = CANCEL
```

#### 5.3.1.41.3 Remove Multiple Soldiers' Out-Processing Records.

Choose Option #3 from the “Hold Status Update Record Delete Menu” to remove multiple soldiers’ out-processing records. This will present the following multiple SSN selection list.

Remove Soldiers' Out-Processing Records		
000000000	TEST	CPT
121212121		CW2
222222222		

Figure 5.3-47. Remove Soldiers’ Out-Processing Records

Mark the entry for each soldier for whom you wish to have records removed by using the <F2> key. Press the <Enter> key when finished. This will take you to the following delete confirmation screen.

Confirm Remove Soldier's In-Processing Records	
Item(s) selected will be permanently removed from the database	
Do you wish to delete the item(s) selected? _	
F3 = SAVE to commit work; F6 = CANCEL	

Enter <Y> for ‘yes’ or <N> for ‘no’ and press <F3> to commit the deletion. Or press <F6> to cancel.

#### 5.3.1.42 Work Center Clearance Status.

To indicate the current clearance status for a soldier at any work center, select Option #7 from the “Out-Processing Control Center Menu”. The following screen appears.

Identify SSN for Clearance Status		
SSN: 000111231	Name: AAFRY CHIX	Rank: CW3
Cleared by: OUTPROC ISM Administrator		
Telephone Number: 703-275-5055		
Press F3 to SAVE; F6 = CANCEL		

Figure 5.3-48. Work Center Clearance Status

Enter the soldier’s SSN at the Identify SSN screen. You can press <F2> (Choices) to access a list of SSNs from which to select. Verify the soldier’s name and rank, and then press <F3> to continue. After pressing <F3>, the “Work Center Clearance Status Menu” displays a list of work centers. Appointments scheduled and/or completed are also listed along with the name of the person who cleared the soldier through the work center. To mark a soldier as having cleared a particular work center, use the arrow keys to highlight that work center and press <F2>. Be sure the > symbol appears to the left of the marked work center. To mark all the work centers as having been out-processed through by the soldier, press <F8> followed by <F5>. After pressing <F8/F5>, all of the work centers will have the > symbol displayed to the left. To un-mark a work center, use the arrow keys to highlight the desired work center and press <F2> to remove the > symbol.

Work Center Clearance Status Menu					
SSN: 000111231		Name: AAFRY CHIX		Rank: CW3	
Work Center	Appt Day/Date	Appt Time	Completed By	Clearance Date	Cmnt
MWC OUTPROC START	FRI 2000/06/30	0900-0930			NO
PROVOST MARSHAL	*****	WALK-IN	*****		NO
ACS	*****	WALK-IN	*****		NO
AER	*****	WALK-IN	*****		NO
LIBRARY	*****	WALK-IN	*****		NO
RED CROSS	*****	WALK-IN	*****		NO
HOUSING/BILLETING	*****	WALK-IN	*****		NO
ESPRIT CARD	*****	WALK-IN	*****		NO
CLUB SYSTEM	*****	WALK-IN	*****		NO
MWR	*****	WALK-IN	*****		NO
TRAINING AIDS CENTER	*****	WALK-IN	*****		NO
COMMISSARY	*****	WALK-IN	*****		NO
DPW-REAL PROPERTY	*****	WALK-IN	*****		NO

F2=MARK for Clearance; RETURN=Save Changes; F8/F6=COMMENTS; F8/F5=MARK ALL

While in the “Work Center Clearance Status Menu”, you can take advantage of the full marking capabilities that OUTPROC provides by pressing <F8> twice. After pressing <F8> twice, you will see several marking options highlighted in the function key squares at the bottom of the screen such as MARK ALL, SWAP, INTERVAL, MARK UP etc. Next, if you want to enter unique comments regarding a soldier’s out-processing at a particular work center, then highlight that work center with the arrow keys and press <F8> followed <F6>. The following screen will appear.

Work Center Clearance Status	
SSN: 000111231	Name: AAFRY CHIX Rank: CW3
Work Center: MWC OUTPROC START	
Debt owed: N	Amount: _____
Cleared By: OUTPROC ISM Administrator	
Date: 2000/06/30	
Time: 0858	
Comments: _____	
F3 = SAVE to continue; F6 = CANCEL	
Enter your comments	

You will then be taken to a ‘comments’ screen and your cursor will be placed in the ‘Comments’ field. Enter free-form text (up to three lines) and press <F3> to save. After pressing <F3>, you will be taken back to the “Work Center Clearance Status Menu”. If the work center(s) are appropriately marked for clearance, press <Enter> to save the updates or press <F6> to cancel.

### 5.3.1.43 Administrative Reports Menu.

This menu passes control to four subroutines for producing management reports as described below.

Administrative Reports Menu	
1.	Consolidated Clearance Report
>2.	Hold Report
3.	Out-Processing Personnel Report by Unit
4.	Out-Processing Statistics Report
99.	Return to Master Menu

Figure 5.3-49. Administrative Reports Menu

- Option 1 allows you to produce the Consolidated Clearance Report. This report lists soldiers within a given date range and their current out-processing status.
- Option 2 lists soldiers who have been placed on temporary hold from completing out-processing.
- Option 3 lists the completion status of out-processing soldiers over a specified time period grouped by unit.

- Option 4 provides overall statistics of the numbers of soldiers who have completed and have not completed out-processing requirements over a specified time period.

#### 5.3.1.44 Consolidated Clearance Report.

To produce the Consolidated Clearance Report, select Option #1 from the “Administrative Report Menu”. The following screen will appear.

Figure 5.3-50. Consolidated Clearance Report

Field	Description
Completion Date Range:	Enter a date range from which soldiers with a recorded out-processing date belong. After entering the dates in the “From” and “To,” fields press <Enter>.

Once you have completed entering data into the above fields, you have the choice to view the Consolidated Clearance Report on-screen or print the report.

#### VIEWING THE REPORT:

To view the report on screen, press <F8/F2>. The following screen will appear.

While in this screen, press <Enter> to view more pages of the report if there are any. Press <q> if you want to quit viewing the report. If you want to print the report, quit from viewing the report and re-enter the data required in the View/Print Consolidated Clearance Report screen. Instructions for entering data into this screen are provided in Step 1. Once you complete this screen, follow the instructions below.

#### PRINTING THE REPORT:

To print the Consolidated Clearance Report, press <F8/F1>. This will take you Print Destination screen. Enter the number of copies, printer class, and the printer name. Press <F3> to print. Next, press <Enter> when you see the “Print in Background” screen. Press <F6> if you wish to cancel the print procedure.

#### 5.3.1.45 Hold Report.

Choose Option #2 from the “Administrative Reports Menu” to produce a report listing the soldiers having a “hold” status, that is, soldiers who are prevented from out-processing through any work centers. Instructions for viewing and printing the “Hold Report” are provided below.

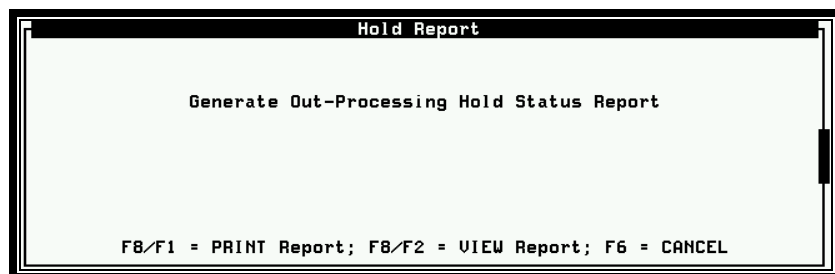


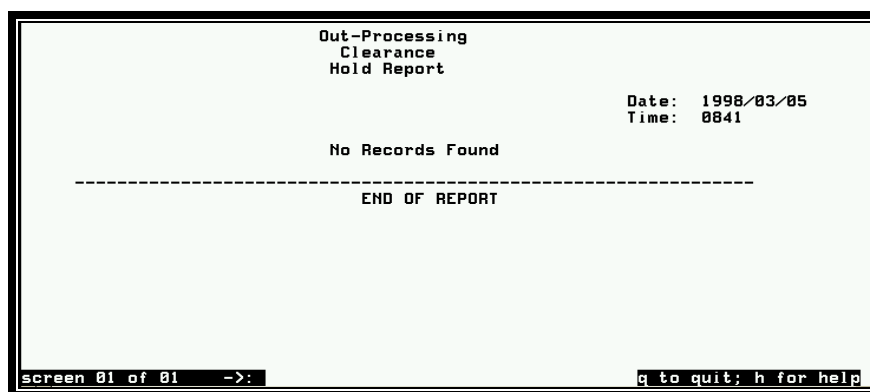
Figure 5.3-51. Hold Report

PRINTING THE REPORT:

To print the Hold Report, press <F8/F1>. This will take you Print Destination screen. Enter the number of copies, printer class and the printer name. Press <F3> to print. Next, press <Enter> when you see the “Print in Background” screen. Press <F6> if you wish to cancel the print procedure.

VIEWING THE REPORT:

To view the report on screen, press <F8/F2>. You will see the following screen.



While in this screen, press <Enter> to view more pages of the report if there are any. Press <q> if you want to quit viewing the report. If you want to print the report, quit from viewing the report and follow the instructions below.

**5.3.1.46 Out-Processing Personnel Report by Unit.**

Choose Option #3 from the “Administrative Reports Menu” to produce a report detailing the out-processing status of soldiers over a specified period of time. The following screen will appear.

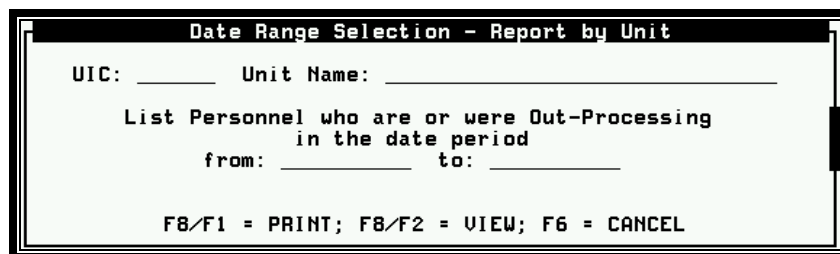


Figure 5.3-52. Out-Processing Personnel Report by Unit

In the “UIC” field, enter the unit whose personnel reports you want to print, or view or press <F2> for choices. Use the arrow keys to highlight a UIC and press <Enter>. Next, enter a date range signifying a grouping of recorded out-processing start dates. In the **To** and **From** fields, enter dates in the standard format. If you want the report to reflect today’s information, type “today” at a date field. To view the report, press <F8/F2>. To send the report to your designated printer, press <F8/F1>.

If a soldier has both “An Individual Out-Processing Completion Date” and a “Roster Completion Date”, only the “Roster Completion Date” will appear on this report. A sample Out-processing Personnel Report by Unit is shown.

```

Out-Processing Personnel Report by Unit
Date: 1998/03/05
Time: 0843
For Period 1997/01/01 to 1998/01/01
UIC: W0E9AA
Unit: USA MFP CMO SOUTH CENT
*****
NO DATA FOUND
*****
screen 01 of 01  -> (EOF):  q to quit; h for help
  
```

#### 5.3.147 Out-Processing Statistics Report.

To produce a report listing the total numbers of soldiers having completed and not completed out-processing at an installation over a specified period, choose Option #4 from the “Administrative Reports Menu”.

```

Date Range Selection - Statistics Report
Include Personnel who are or were Out-Processing
in the date period
from:      to:
F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL
  
```

Figure 5.3-53. Out-Processing Statistics Report

Enter the desired reporting dates in the standard format. If you want the report to reflect today’s information, type “today” or “t” at the date field. Dates are converted to the following format for display: “YYYY/MM/DD”.

To view the report, press <F8/F2>. To send the report to your designated printer, press <F8/F1>. Pressing <F6> cancels the print request and will redisplay the “Administrative Report Menu”. If there were no soldiers out-processing within the date range specified, then the following screen will appear.

```

No Records
No soldiers were out-processing in the date range specified
RETURN to continue
  
```

Press <Enter> to continue.

#### 5.3.148 Unit Sets Out-Processing Menu.

Select Option #6 from the “Peacetime Menu” to reach the “Unit Sets Out-Processing Menu”. From this point, you can perform many Out-processing functions for groups of soldiers.

```

Unit Sets Out-Processing Menu
1. Create/Maintain Roster
>2. Add/Change Work Center for Roster Schedule
3. Delete Work Center from Roster Schedule
4. Work Center Roster Completion
5. Work Center Roster Completion Report
6. Print Individual Completion Report
7. Print DD-93/SGLI Work Sheet by Roster
99. Return to Master Menu
  
```

Figure 5.3-54. Unit Sets Out-Processing Menu

Highlight an option with the arrow keys and press **<Enter>**, or press the number of the desired option and press **<Enter>** in order to select it.

#### 5.3.1.49 Create/Maintain Roster Menu (Step 1).

In order to reach the “Create/Maintain Roster Menu”, select Option #1 from the “Unit Sets Out-Processing Menu”. Next, you will have to enter the data required in the Get Roster ID screen, which you encounter first. A roster is a grouping of soldiers under one name. Use this list to facilitate soldier out-processing by group.

```

Get Roster ID
Roster ID: _____

Out-Processing Start Date: _____
Out-Processing Completion Date: _____

Add Default Set of Required Work Centers? ____

Reason for Departure: _____

New Duty Address
-----
Unit/Street Address: _____

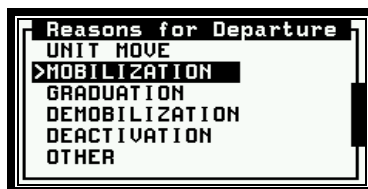
APD/FPD: ____ City: _____ State: ____ Zip Code: ____-____
Country: _____
Foreign Postal Number: _____

F3 = SAVE to continue; F6 = CANCEL
  
```

Figure 5.3-55. Get Roster

Field	Description
Roster ID:	Press <b>&lt;F2&gt;</b> to get a listing of available rosters. Next, use your arrow keys to highlight the roster that you need to work with. Use <b>&lt;F2&gt;</b> again to mark your roster selection and press <b>&lt;Enter&gt;</b> . If you are creating a roster, enter the new Roster ID code in this field instead of pressing <b>&lt;F2&gt;</b> .
Out-Processing Start Date:	If this field is not pre-filled with the present date, enter the date in the standard format for the beginning date of the roster you wish to create. If you have selected a preexisting roster, this date should automatically show in this field.
Out-Processing Completion Date:	Enter the date in the standard format for the completion date of the roster you are creating or updating. Since this date field is <b>not</b> a required entry field, it may not pre-populate. Also, this date should not be entered until out-processing is complete.
Add Default Required Centers?:	Enter <b>&lt;Y&gt;</b> or <b>&lt;N&gt;</b> to automatically add the default work centers required for out-processing to the roster Work schedule. Rosters created before with work centers in the schedule will display a N/A in this field and this field will be protected from any data entry.

Reason for Departure: Enter a valid reason for the departure of the soldiers under the roster you have selected or press <F2> for choices. Use the arrow keys to highlight the appropriate choice and press <Enter>.



### New Duty Address Fields

Unit/Street Address: Enter the address that members of the current roster are to be stationed.

APO/FPO: Enter APO in this field if the roster member's new station address has an Army Post Office, or enter FPO if the new station has a Foreign Post Office. You can press <F2> for a list of these choices, highlight the appropriate choice from the list, and press <Enter>.

City: Enter the city that the members of the roster are to be stationed. If the new station has an Army Post Office, you will not be required to enter data into this field.

State: Enter the state abbreviation code that the members of the roster are to be stationed. Press [ ] for a list of state abbreviations. Highlight the appropriate item from the list with the arrow keys and press [ ].

Zip Code: Enter the zip code and the zip code extension of the station that roster members are destined.

Country: Enter the country that roster members are destined. Press <F2> for a list of country choices. Highlight the appropriate choice with the arrow keys and press <Enter>.

Foreign Postal Number: Enter the Foreign Postal Number in this field if the roster members are to be located outside of the United States.

Once you have completed the previous the steps, press <F3>. The following "Create/Maintain Roster Menu" will appear, and the roster ID code you either selected or created will display at the top of this menu.

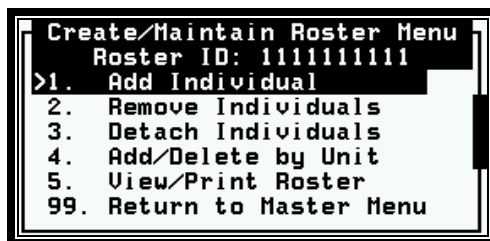


Figure 5.3-56. Create/Maintain Roster Menu

#### **5.3.1.50 Add Individual.**

To add individuals to a roster, select Option #1 from the "Create/Maintain Roster Menu" to reach the Add Individual Screen.



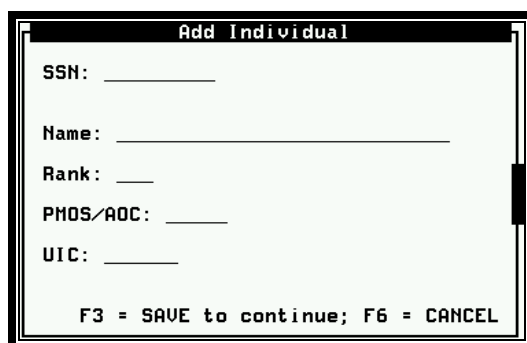


Figure 5.3-57. Add Individual

Field	Description
SSN:	Enter the soldier's SSN in this field. If you enter a SSN that is not in the ILIDB, you will see a warning message. At this point, you will have the option to press <Y> to have that soldier's SSN placed into the ILIDB. Note that the SSN will not be added to the SIDPERS Personnel File. Also, if the SSN you entered is on another roster, you will be given a message indicating that. Simply press <input type="checkbox"/> to remove the SSN from the other roster and assign it to the present roster you are working with.
Name:	Enter the soldier's name in this field. The format is Last Name, First Name, and Middle Name without the punctuation shown here. If the SSN entered in the previous field is recognized in the ILIDB, the name of the soldier automatically appears in this field.
Rank:	Enter the soldier's military rank in this field manually, or by pressing <F2>, you can get a list of military ranks. Highlight the desired rank and press <Enter> to insert the military rank in this field. If the SSN you previously entered already existed, you can only change the rank within the same grade level as the current rank.
PMOS/AOC:	If this field is not filled in, enter the soldier's PMOS/AOC. Data entry is required in this field.
UIC:	Enter the soldier's Unit Identification Code in this field or press <F2> for a list of choices. Highlight the desired choice with the arrow keys and press <Enter>.

Once you have completed the above procedures, press <F3> to process the 'add individuals' request. Press <F6> at any time to cancel without saving.

#### 5.3.1.51 Remove Individuals.

To remove all out-processing records of individuals on a roster, select Option #2 from the "Create/Maintain Roster Menu". Remember that the individual(s) you are removing are in the roster you selected just before you entered the "Create/Maintain Roster Menu".

**Removing an individual from a roster through the Remove Individuals screen removes all of that individual's out-processing data, including work centers already visited.** This function does not, however remove an individual's SSN, Name, or Rank from the ILIDB. If you want to remove an individual from a roster while preserving the rest of their out-processing data, see section Detach Individuals.

Remove Individuals Browse Menu			
Name	SSN	Rank	UIC
AAFRY CHIX	000111231	CW3	W0UAAA

Figure 5.3-58. Remove Individuals

Highlight the Remove Individuals option in the “Create/Maintain Roster Menu” and press **<Enter>**. The “Remove Individuals Browse Menu” will appear.

To remove an individual from a roster, highlight the name of the individual in the browse menu and use **<F2>** to mark that person. To unmark an individual, highlight the individual with the arrow keys and press **<F2>** again. Once you have marked all of the individuals to be removed, press **<Enter>** to process your request. You will encounter the following “Confirm Remove Individuals” screen.

Confirm Remove Individuals
<p>The individual(s) will be removed from the current roster.</p> <p>All associated Out-Processing information will be permanently removed from the database.</p> <p>Are you certain you wish to remove?</p> <p>Enter 'Y' to proceed with remove; 'N' to abort</p>

From this screen, press **<Y>** to indicate that you wish to proceed with the removal and press **<Enter>**. Press **<F6>** if you want to cancel the process.

### 5.3.1.52 Detach Individuals.

To detach an individual from a roster select Option #3 from the “Create/Maintain Roster Menu”. From the Detach Individuals function, you will be able to detach an individual from that roster while preserving their out-processing data including work centers already visited and more.

Detach Individuals Browse Menu			
Name	SSN	Rank	UIC
AAFRY CHIX	000111231	CW3	W0UAAA

Figure 5.3-59. Detach Individuals

After selecting Detach Individuals from the “Create/Maintain Roster Menu”, the first screen you see will be a “Detach Individuals Browse Menu”. Use your arrow keys to highlight the individual(s) you want to detach and press **<F2>** to mark the individual(s). If you want to unmark individuals, use your arrow key to highlight the marked individuals and press **<F2>** to remove the > symbol from the left of the each individual’s name.

Once you have individuals marked for detachment, press **<Enter>** to process your request. The next screen asks to confirm your request to detach individuals.

Confirm Detach Individuals
<p>The individual(s) will be detached from the current roster.</p> <p>All associated Out-Processing information will be preserved.</p> <p>Any individual(s) without an Out-Processing Start Date will be assigned the Roster Starting Date.</p> <p>Are you certain you wish to detach?</p> <p>Enter 'Y' to proceed with detach; 'N' to abort</p>

If you are sure that you want to detach the marked individual(s), press <Y> to complete the detach process. If you want to cancel your detach request, press  to return to the “Detach Individuals Browse Menu”.

**Note:** If the soldier you have detached does **not** have an **Individual Out-Processing Start Date**, then that soldier’s Individual Out-Processing Start Date will be set to the date of the old roster’s **Roster Start Date**.

### 5.3.1.53 Add/Delete by Unit (Step 1).

To add or delete soldiers from a roster by unit, select Option #4 from the “Create/Maintain Roster Menu”. The first step to adding or deleting a unit from a roster is to select the proper UIC and the Unit Name.



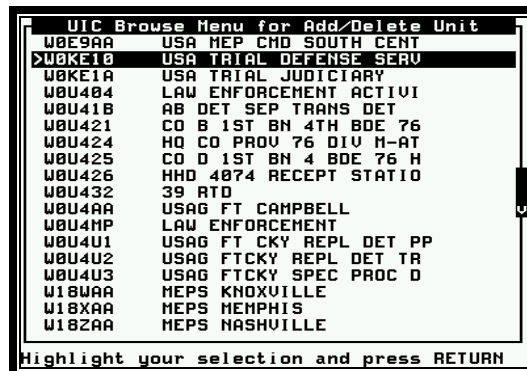
Figure 5.3-60. Add/Delete by Unit

#### Field

UIC:

#### Description

Enter the UIC in this field or press <F2> to get a browse list of available UIC. While in this browse list, use your arrow keys to highlight a desired UIC and press <Enter>. Press <Enter> again to pre-populate the Unit Name field. If you enter a UIC code not in the browse list, OUTPROC will beep and not allow you to enter this data. If a UIC code should be in the browse list and is not, notify your local Database or Functional Administrator.



Unit Name:

This field automatically pre-populates, after you enter a valid UIC. This is protected from data entry.

Once you are done with the above steps, press <F3> to continue with the add/delete by unit process. The add/delete process is discussed in the following section.

### 5.3.1.54 Add/Delete by Unit (Step 2).

To add or delete individuals from a roster by unit, select Option #4 from the “Create/Maintain Roster Menu”. Next, complete the procedures outlined in the previous section. After completing these steps, you will see the screen where you can select members of a particular unit to add or delete from a roster.

```

Select Unit Members to Add(marked)/Delete(unmarked)
UIC: W1S701

Name          SSN      Rank  Roster ID
-----

```

Figure 5.3-61. Add/Delete by Unit

Press <F8> followed by <F5> if you want to mark all the members of the unit you have selected. If you want to mark soldiers individually, highlight the unit members with the arrow keys and press <F2> to individually mark and unmark unit members. Marked individuals are highlighted and display the > symbol to the left.

**Note: Marked individuals are always added to a roster and unmarked individuals are always deleted from a roster.**

To deselect individuals, highlight their names and press <F2> so that the > symbol is removed. Individuals already on the roster you are working with are pre-marked and highlighted. Soldiers may be on other rosters, but only soldiers on the roster you are working with will be highlighted. Once you have marked and unmarked unit members press            to process your request.

### 5.3.1.55 View/Print Roster.

To view or print a roster, select Option #5 from the “Create/Maintain Roster Menu”. A View/Print Roster screen appears as shown.

```

View/Print Current Roster

Roster ID: 10SEPHAAF

F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL

```

Figure 5.3-62. View/Print Roster

After opening the View/Print roster screen, you have the choice to view or print the roster you selected from the Get Roster ID screen encountered prior to entering the “Create/Maintain Roster Menu”. The Roster ID will appear at the top of the View/Print Roster screen. To view the roster, press <F8/F2>. You will see a screen similar to the following:

```

Out-Processing Roster

Roster ID: 10SEPHAAF                                DATE: 2000/06/30
                                                    TIME: 0930

Starting Date: 1997/09/10
Completion Date: / /

Name          SSN      Rank  PMOS/AOC  UIC
-----
AAFAY CHIX    000111231  CW3   131A0    W0VAAA

END OF ROSTER 10SEPHAAF
There are 1 soldiers on Roster 10SEPHAAF.
(EOF)RETURN to continue; h for help; q to quit

```

From this view screen, you can examine the data it provides before printing. By pressing the letter <q> you will be taken back to the “Create/Maintain Roster Menu”. By pressing <Enter>, you can scroll through subsequent pages of the roster if there are any.

If you want to print the roster, press <F8/F1>. After pressing <F8/F1>, you will see a Print Destination screen. Enter the number of copies; printer class and printer name. Press <F3> to print. Next, press <Enter> when you see the “Print in Background” screen. Press <F6> if you want to cancel the print procedure.

### 5.3.1.56 Add/Change Work Center for Roster Schedule.

To add or change a work center on a roster schedule, select Option #2 from the “Unit Sets Out-Processing Menu”. By using this option, you can add work centers to a roster, change the scheduled times that soldiers, must visit the work centers, and print roster schedules. Adding and changing work centers is discussed in this section and printing roster schedules is discussed in the following section.

#### ADDING WORK CENTERS TO A ROSTER SCHEDULE:

Before you can add a work center to a roster, you must first select a roster. After pressing **<Enter>** at Option #2 in the “Unit Sets Out-Processing Menu”, you will encounter the Identify Roster screen.

```

  Identify Roster

  Roster ID: _____

  F3 = SAVE; F6 = CANCEL
  
```

At the Identify Roster screen, enter the Roster ID manually or press **<F2>** to get a list of roster choices. While in this list, use the arrow keys to highlight a roster and press **<Enter>**. Now that you have a roster selected, press **<F3>** to continue to the Add/Change Work Center for Roster Schedule screen shown.

```

  Add/Change Work Center for Roster Schedule
  Roster ID: 1111111111

  Work Center      Date      Day      Start Stop      Completed
  -----
  *** Add Work Center to Roster ***
  >AER                                NO
  BILLETING                                NO
  CIF                                NO
  CLUB SYSTEM                                NO
  COMMERCIAL ACT                            NO
  COMMISSARY                                NO
  DENTAL FACILITY                            NO
  EDUCATION OFFICE                            NO
  FINANCE CENTER                            NO
  HOUSING/BILLETING                            NO
  IDENTIFICATION DOCS                            NO
  LIBRARY                                    NO

  Highlight your selection and press RETURN; F8/F1 = PRINT
  
```

Figure 5.3-63. Add/Change Work Center for Roster Schedule

To add a work center to the roster you selected, use the arrow keys to highlight the “Add Work Center to Roster” option, if it is not highlighted by default, and press **<Enter>**.

After pressing **<Enter>**, you will be given the following browse menu of work centers you could add to the roster you have selected. Work centers already on the roster will not appear in this browse menu.

```

  Add Work Center

  ACS
  DEERS/ID CARD/ID TAG
  FINANCE CLASS
  FINANCE RECORDS
  FINANCE SGT & ABOVE
  HOUSING REFERRAL
  MEDICAL INPROCESSING
  POV/WEA REGISTRATION
  SIGN-IN CENTER
  
```

In the browse menu of work centers, you can use **<F2>** to mark the work center you want to add. You also have the option of selecting multiple work centers by using your arrow keys to highlight the work centers and press **<F2>** at every work center you want to include. You can also press **<F8>** and then **<F5>** to mark all of the work centers. After marking the work centers you want to add to a roster, press **<Enter>** and the computer returns you to an updated Add/Change Work Center for

Roster Schedule screen reflecting the work center you added.

#### CHANGING WORK CENTERS FOR A ROSTER SCHEDULE:

To change a work center schedule for a given roster, follow Steps 1-3 as above and proceed with the following instructions:

From the Add/Change Work Center for Roster Schedule screen, use your arrow keys to highlight a work center whose scheduled time and date you want to enter or change and press **<Enter>**. A Change Work Center Schedule screen appears as shown below.

Instructions for entering data in the Change Work Center Schedule screen are described below:

Field	Description
Appointment Date:	Enter the date you want the appointment to the selected work center to be. The date must be entered in the standard format.
Appointment Day:	This field pre-populates the appointment day after you enter the appointment date.
Appointment Start Time:	Enter the time when the appointment is scheduled to start. Time must be entered in the <i>HHMM</i> format.
Appointment Stop Time:	Enter the stop time for the appointment at the work center in the <i>HHMM</i> format.

Once you have entered the dates and times, press **<F3>** to save. The computer will update the Add/Change Work Center for Roster Schedule screen reflecting the changed work center appointment times.

#### **5.3.1.57 Add/Change Work Center for Roster Schedule (Printing Rosters).**

To print a roster schedule, select Option #2 from the “Unit Sets Out-Processing Menu”. Using this option, you can also add work centers to a roster and enter or change the scheduled times soldiers must visit the work centers.

Before you can print a roster, you must select a roster. After pressing **<Enter>** at Option #2 in the “Unit Sets Out-Processing Menu”, you encounter the “Identify Roster Menu” as shown.

Figure 5.3-64. Add/Change Work Center for Roster Schedule

At the Identify Roster screen, enter the Roster ID manually or press **<F2>** to get a list of roster choices. While in this list, use the arrow keys to highlight a roster selection and press **<Enter>**.

Now that you have a roster selected, press <F3> to continue to the Add/Change Work Center for Roster Schedule screen as shown.

Add/Change Work Center for Roster Schedule					
Roster ID: 1111111111					
Work Center	Date	Day	Start Time	Stop Time	Completed
*** Add Work Center to Roster ***					
>AER					NO
BILLETING					NO
CIF					NO
CLUB SYSTEM					NO
COMMERCIAL ACT					NO
COMMISSARY					NO
DENTAL FACILITY					NO
EDUCATION OFFICE					NO
FINANCE CENTER					NO
HOUSING/BILLETING					NO
IDENTIFICATION DOCS					NO
LIBRARY					NO

Highlight your selection and press RETURN; F8/F1 = PRINT

To print the roster, press <F8> followed by <F1>. You will encounter the following screen:

Print Work Center Roster Schedule	
Include Work Center Information?: <u>N</u>	
F3 = SAVE to continue; F6 = CANCEL	

Enter <Y> or <N>, in the “Include all Work Center Information,” field. If you enter <Y>, your printout for this roster will include: general information on each work center including work center hours, what prerequisites are needed at each work center to out-process, office symbol, and the location of each work center. After entering  or  in this field, press  to continue with your print request. The print destination screen will appear. Enter the number of copies; printer class and printer name. Press  to print. Next, press  when you see the “Print in Background” screen. Press  if you want to cancel the print procedure.

### 5.3.1.58 Delete Work Center from Roster Schedule.

To delete a work center from a roster schedule, select Option #3 from the “Unit Sets Out-Processing Menu”. Instructions for properly deleting a work center from a roster schedule are as follows:

Identify Roster	
Roster ID:	<u>1111111111</u>
F3 = SAVE; F6 = CANCEL	

Figure 5.3-65. Delete Work Center from Roster Schedule

The first step to deleting a work center from a roster schedule is to select a roster. After selecting Option #3 in the “Unit Sets Out-Processing Menu”, you will see an Identify Roster screen shown above. At the Identify Roster field, manually enter the Roster ID or press <F2> for roster choices. Select your roster choice with the arrow keys and press <Enter>. Once you have selected the roster that you want to delete a work center from, press <F3>.

After completing the above procedure, you will be brought to the Delete Work Center from Roster Schedule screen shown above.

Delete Work Center from Roster Schedule					
Roster ID: 111111111					
Work Center	Date	Day	Start Time	Stop Time	Completed
AER	1998/03/05	THU	1600	1700	NO
BILLETING					NO
CIF					NO
CLUB SYSTEM					NO
COMMERCIAL ACT					NO
COMMISSARY					NO
DEERS/ID CARD/ID TAG					NO
DENTAL FACILITY					NO
EDUCATION OFFICE					NO
FINANCE CENTER					NO
HOUSING/BILLETING					NO
IDENTIFICATION DOCS					NO
LIBRARY					NO

F2 = MARK to select; F8/F5 = MARK ALL; RETURN to commit; F6 = CA

To select a work center for deletion, use the arrow keys to highlight the work center(s) you want to delete and press <F2>. Be sure that the > symbol and the highlight bar appear to the left of all work centers you want to delete. To delete all of the work centers under the roster you selected, press <F8> and then <F5> to mark all of the work centers.

If you change your mind and you want to unselect marked items for deletion, use the arrow keys to highlight those items one by one and press <F2> to remove the > symbol from the left of each work center.

Once you have all the work centers marked for deletion, press <Enter>. After pressing <Enter>, you will be brought to a deletion confirm screen that asks you if you want to delete the items you selected.

Delete Work Center	
Item(s) selected will be permanently removed from the database	
Do you wish to delete the item(s) selected? _	
F3 = SAVE to commit work; F6 = CANCEL	

Enter <Y> and then press <F3> to process the delete request. Press <F6> if you want to cancel your request. After the computer processes your request, you will be brought back to the “Unit Sets Out-Processing Menu”.

### 5.3.1.59 Work Center Roster Completion.



To indicate that individuals under a roster have completed out-processing for a given work center, select Options #4 from the “Unit Sets Out-Processing Menu”. The first screen you see is “Work Center Clearance Roster ID” screen shown below.

Work Center Clearance Roster ID	
Roster ID: 111111111	Work Center: _____
Cleared by: OUTPROC USER 1	
Telephone Number: 703-275 2000	
F3 = SAVE; F6 = CANCEL	

Figure 5.3-66. Work Center Roster Completion

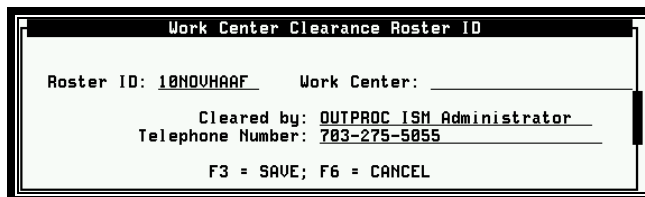
Enter the Roster ID manually, or press <F2> for a roster list. Use the arrow keys to highlight a roster and press <Enter>.



Now you must enter the work center that you want to indicate the completion of by members of the roster you have just selected. Press  to get a list of work centers associated with the roster you have selected. Highlight the work center with the arrow keys and press .



After selecting a roster and a work center, press **<F3>** to continue with the ‘work center completion process’.

After pressing **<F3>** from the Work Center Clearance Roster ID screen, you will be brought to the Work Center Roster Completion screen.





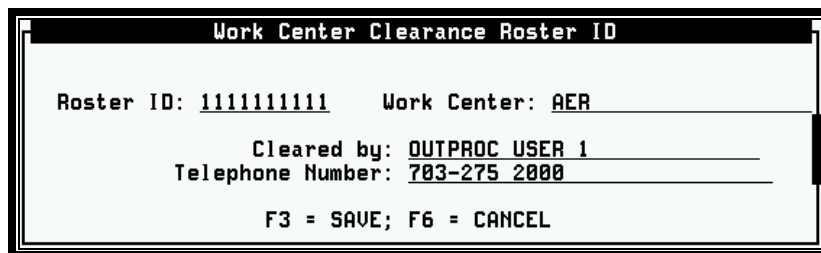
```
Work Center Clearance Roster ID
Roster ID: 10NOVHAAF   Work Center:
Cleared by: OUTPROC ISM Administrator
Telephone Number: 703-275-5055
F3 = SAVE; F6 = CANCEL
```

From this screen, you can mark individuals within a roster for completion of the work center you have selected.

To mark individuals for completion of the selected work center, highlight the individuals one at a time with the arrow keys and press  at each individual. To deselect a soldier marked for completion, highlight that soldier with your arrow keys and press .

To mark all of the soldiers within a roster for completion of a work center, press **<F8>** and then **<F5>** to mark them all. The > symbol will appear to the left of all the individuals. Once you have appropriately marked individuals for completion, press **<Enter>**.

To enter or edit comments for soldiers marked for completion, press **<F8>** followed by **<F6>** to access the ‘comments’ screen. **Note:** Comments must be entered individually for each soldier. You cannot enter the same comments for a group of soldiers marked for completion. To enter out-processing comments for individual soldiers, use your arrow keys to highlight each soldier individually. Since all the soldiers you previously marked for completion are already highlighted, you may find it difficult to see what soldier you are highlighting again to enter comments. Therefore, as you use your arrow keys, look for the blinking cursor on the left to distinguish what soldier you are highlighting, then press  followed by  to enter comments into the screen displayed below.



```
Work Center Clearance Roster ID
Roster ID: 111111111   Work Center: AER
Cleared by: OUTPROC USER 1
Telephone Number: 703-275 2000
F3 = SAVE; F6 = CANCEL
```

When you reach this screen, your cursor will automatically be placed in the ‘comments’ field. The SSN, Name, and the other fields are automatically filled in with the individual you highlighted just before entering this screen. Enter the comments you want to attach to the selected individual’s out-processing data. Once you are done, press **<F3>** to save this data. After the computer processes your request, you are brought back to the Work Center Roster Completion screen. The individual you attached comments to will display “YES” in the comments column.

#### 5.3.1.60 Work Center Roster Completion Report.

To view or print a work center roster completion report, select Option #5 from the “Unit Sets Out-

Processing Menu”. After making these selections, the first screen you see will be the Identify Roster for Clearance Report screen as shown.

Figure 5.3-67. Work Center Roster Completion Report

Instructions for entering data into this screen are as follows:

Field	Description
Roster ID:	Enter the roster whose completion status you want to view or print or press <F2> to display a list of current rosters. Use the arrow keys to highlight the roster and press <Enter>.
Work Center:	Enter the work center(s) you want to produce a completion report for or press <F2> for a list of work centers. Use the arrow keys to highlight a work center and press <Enter>. While in the list of work centers, you can select “ALL WORK CENTERS,” so that when you produce a completion report, the completion status of all individuals in the roster you previously selected will be shown under each work center associated with that roster.
Clearance Status:	In this field, you have two choices. Press <F2> for a list of these choices. The first choice allows you to produce a report listing only soldiers with incomplete out-processing under the work center(s) that you have selected. The second choice allows you to produce a report listing every soldier’s out-processing status under each work center regardless of whether they have completed out-processing at each work center. Highlight one of these choices with the arrow keys and press <Enter>.

Include Comments:	Enter a <Y> or a <N> depending on whether you want to include comments specific to each soldier’s out-processing at every work center in your report.
-------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------

Once you have completed the previous steps, press <F8> and then <F2> to view the completion report. The completion report will be broken down by work center with each soldier and their completion status listed under each work center. A sample “Roster Completion Report” is shown below.

Time: 14:32	Roster Completion Report	Date: 1999/09/24
For Roster ID: 0000000000	Roster Departure Reason:	GRADUATION
Name	SSN	Rank Completed Comments Ind Depart Reason
-----	-----	-----

In addition to viewing the completion report, you can print it as well. After completing the Identify Roster for Completion screen, press <F8> and then <F1> to print the completion report. The print destination screen will appear. Enter the number of copies; printer class and printer name. Press  to print. Next, press  when you see the "Print in Background" screen. Press  if you want to cancel the print procedure.

#### 5.3.1.61 Print Individual Completion Report.

To print an individual completion report, select Option #6 from the "Unit Sets Out-Processing Menu". The first screen you encounter will be the ID Roster screen as shown below.

ID Roster: Individual Completion Report
Roster ID: <input type="text"/>
F3 = SAVE; F6 = CANCEL

Figure 5.3-68. Print Individual Completion Report

Enter a valid Roster ID manually, or press <F2> to get a current list of Roster IDs. Use the arrow keys to highlight a roster and press <Enter>.

Press <F3> to continue with the individual completion report. After pressing <F3>, the Print Individual Completion Report screen appears. This screen is shown below.

Print Individual Completion Report
Name SSN Rank
-----
*** NONE FOUND ***

The first step to print an individual completion report is to mark the individuals you want to include in the report.

To mark individuals, use the arrow keys to highlight a desired individual and press <F2> to mark that individual. You can mark several individuals highlighting each individual you want to include on the report and pressing  at every desired name.

You also have the option to mark all the individuals on the roster by pressing <F8> followed by <F5>.

#### PRINTING INDIVIDUAL COMPLETION REPORT:

To print the Individual Completion Report(s), complete the marking process as described above. Then, press <F8> followed by <F1> to begin a print request. The print destination screen will appear. Enter the number of copies; printer class and printer name. Press <F3> to print. Next, press <Enter> when you see the "Print in Background" screen. Press <F6> if you want to cancel the print procedure.

Installation Clearance Record		
SSN: 000111231	Name: _____	Rank: _____
Orders #: _____	Date of Orders: _____	
Losing UNIT: _____		
Gaining UNIT: _____		
Reason for Departure: _____	Departure Date: _____	
Does soldier have a Government Travel Card? _		Disposition: _____
Is ACAP Processing Completed? _		Remarks: _____
Soldier has completed Out-Processing? _		Remarks: _____
Include Schedule? _ Include Work Center Information? _		
Printed by: _____		
Telephone Number: _____		
F8/F1 = PRINT; F6 = CANCEL		
Enter service member's SSN		

Press <F3> to save or <F6> to cancel.

#### 5.3.1.62 Print DD-93/SGLI Work Sheet by Roster.

To print the DD-93/SGLV-8286 work sheet by roster, select Option #7 starting from the “Unit Sets Out-Processing Menu”.

ID Roster for Print DD93/SGLI Worksheet	
Roster ID: 11JUNEHAAF	
Print SGLI: _	Print DD-93: _
F8/F1 = PRINT; F6 = CANCEL	

Figure 5.3-69. Print DD-93/SGLI Work Sheet by Roster

Instructions for entering data into this screen are as follows:

Field	Description
Roster ID:	Enter the Roster ID manually or press <F2> to get a list of available rosters. In the roster list, use the arrow keys to highlight the desired roster and press <Enter>. Press <Enter> again to advance to the next field.
Print SGLI:	Enter a <Y> or <N> depending on whether you want to print the SGLI worksheet form(s) for every soldier on the roster. After entering the appropriate value, press <Enter>.
Print DD-93:	Enter a <Y> or <N> depending upon whether or not you wish to print the DD-93 worksheet form(s) for every soldier on the roster. The DD-93 worksheet form contains emergency contact information, death gratuity information, missing pay information, and more for each soldier. After entering the appropriate value, press <Enter>.

After completing all of the previous steps, press <F8> and then <F1> to start the printing process. The print destination screen will appear. Enter the number of copies; printer class and printer name. Press <F3> to print. Next, press <Enter> when you see the “Print in Background” screen. Press <F6> if you want to cancel the print procedure.

#### 5.3.1.63 Work Center Out-Processing Menu.

The “Work Center Out-Processing Menu” provides on-line work centers with the ability to view and/or print appointment schedules, reschedule appointments, and to confirm that a soldier has or has not been successfully processed through a work center.

Work center employees with on-line ability can access this information directly. Then, information from the control checklist is entered into the system by a user who has access privileges to the “Work Center Out-Processing Menu”. Confirm procedures at your installation with your FA.

Choose Option #7 from the “Peacetime Menu” to receive the “Work Center Out-Processing Menu”.

```

Work Center Out-Processing Menu
1. Work Center Clearance Status
>2. View/Print Appointment Schedule
3. Reschedule Appointment
4. Delete Appointments Menu
5. View/Print Roster
6. Work Center Roster Clearance
7. Work Center Roster Clearance Report
8. Multi-Soldier Clearance
9. View/Print Clearance Report
99. Return to Master Menu
  
```

Figure 5.3-70. Work Center Out-Processing Menu

#### 5.3.1.64 Work Center Clearance Status.

To update clearance status for an out-processing soldier from an on-line work center, choose Option #1 from the “Work Center Out-Processing Menu” and follow the steps below.

```

Work Center Clearance Status
Work Center: _____
SSN: _____ Name: _____ Rank: _____
Debt owed: _____ Amount: _____
Out-Processing Cleared: _____
Clearance Date: _____ Clearance Time: _____
Cleared By: _____
Telephone Number: _____
Comments: _____
F3 = SAVE; F6 = CANCEL
  
```

Figure 5.3-71. Work Center Clearance Status

Enter the work center or press <F2> for choices. Enter the soldier’s SSN. You can also press <F2> to access a list of SSNs from which to select. The status of the soldier’s out-processing will appear for the selected work center. To update the clearance status for this soldier, enter <Y> or <N> at the Out-processing Cleared prompt. The fields for Date, Time, and Completed By are set automatically. Enter up to 3 lines of optional comments (e.g., pick up packet by Friday at noon). Comments entered here are reflected on the Installation Clearance Record. Press <F3> to record the information or press <F6> to cancel.

#### 5.3.1.65 View/Print Appointment Schedule.

To produce a list of appointments scheduled for a particular work center, choose Option #2 from the “Work Center Out-Processing Menu” then follow the steps below.

```

View/Print Appointment Schedule
Work Center: _____
F3 = SAVE to continue; F6 = CANCEL to abort
  
```

Figure 5.3-72. View/Print Appointment Schedule

Specify the work center at the “View/Print Appointment Schedule” screen or press <F2> to select from a list of authorized work centers.

```

Work Center Choices (ASUP)
ACS
>AER
BILLETING
CIF
CLUB SYSTEM
COMMERCIAL ACT
COMMISSARY
DEERS/ID CARD/ID TAG
DENTAL FACILITY
EDUCATION OFFICE
FINANCE CENTER
FINANCE CLASS
FINANCE RECORDS
FINANCE SGT & ABOVE
HOUSING REFERRAL
HOUSING/BILLETING
IDENTIFICATION DOCS
LIBRARY
Highlight your choices and press RETURN
  
```

Press <F3> to continue or <F6> to cancel. After pressing <F3>, you will see the Range for Appointment Schedule screen.

At the “Range for Appointment Schedule” screen, enter the dates in the standard format in both the **To** and **From** fields to specify a time range for which you would like to see scheduled appointments. If you want to reflect today’s information in either of these fields, enter “today” or “t”.

```

Range for Appointment Schedule

List Appointments - From _____ to _____

F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL to abort
  
```

To view the report, press <F8> to display the alternate function keys, followed by <F2>. Next, your report will appear. Press <q> to quit viewing or press <Enter> to view more pages if there are any.

To send the report to your designated printer, press <F8> followed by <F1>. Press <F6> if you want to cancel the print request. After pressing <F8> and <F1> you will see the Print Destination screen. Enter the number of copies; printer class and printer name. Press <F3> to print. Next, press <Enter> when you see the “Print in Background” screen. Press <F6>, if you want to cancel the print procedure.

### 5.3.1.66 Reschedule Appointment.

Appointments that are required for a particular work center may be rescheduled through this module. To reschedule an appointment, choose Option #3 from the “Work Center Out-Processing Menu” and then follow the steps below.

```

Reschedule Appointment
Work Center: TEST

SSN: 000111231 Name: AAFRY CHIX Rank: CW3

Date: 2000/07/03
Day: MON
Start Time: 0800
Stop Time: 0830

F8/F4 = DELETE; F8/F5 = RESCHEDULE; F6 = CANCEL

Enter the work center; F2 = CHOICES
  
```

Figure 5.3-73. Reschedule Appointment

At the “Reschedule Appointment” screen, specify the work center or select from <F2>. Specify the SSN of the soldier whose appointment needs rescheduling. You can also press <F2> to access a list of SSNs from which to select. The current appointment for the soldier is then retrieved from the database and displayed. If no appointment is scheduled, a message indicating that appears and you are given the option to continue and schedule the appointment. If any appointment exists, and is displayed, then press [ ] followed by [ ] to reschedule the displayed appointment.

You will then be brought to the “Current Appointment Schedule Menu”. An “Appointment Selection Menu” is also displayed as shown below.

APPOINTMENT SCHEDULE MENU						APPT SELECTION MENU			
O	SSN: 000111231					Work Center:			
R	Name: AAFRY CHIX					TEST			
D									
E									
R	Work Center	Date	Day	Time	Time	Date	Day	Time	Time
	-----	-----	-----	-----	-----	-----	-----	-----	-----
>	PERS INFORMATION	2000/06/30	FRI	0930	1000	>2000/07/03	MON	0800	0830
	TRANSITION POINT	2000/06/30	FRI	1530	1600	2000/07/04	TUE	0800	0830
	TEST	2000/07/03	MON	0800	0830	2000/07/05	WED	0800	0830
						2000/07/06	THU	0800	0830

Before selecting a new appointment from this menu, browse the current appointment schedule to prevent a conflict in scheduling and to insure that the order in which appointments must be scheduled is maintained. Highlight a desired appointment time slot from the “Appointment Selection Menu” and press [ ]. You will be given a message indicating that the appointment was successfully rescheduled. Press [ ]. You will then be brought back to the Reschedule Appointment screen. To reschedule other appointments, repeat the steps outlined in step 1. If you wish to delete an appointment, select a work center for which a particular soldier has an appointment scheduled from the Reschedule Appointment screen and then press [ ]. Next, you are brought to a delete confirmation screen. Enter [ ] when prompted to confirm the appointment deletion, then press [ ] to commit the deletion. Press [ ] at any time to cancel.

### 5.3.1.67 Delete Appointments Menu.

When you select this option from the “Work Center Out-Processing Menu,” the following screen will appear.

Delete Appointments Menu	
1. Delete Appointments by Work Center	
>2. Delete Appointments by Individual	
99. Return to Master Menu	

Figure 5.3-74. Delete Appointments Menu

### 5.3.1.68 Delete Appointments by Work Center.

Selection of this option from the “Delete Appointments Menu” will present the following screen.

Delete Appointments Browse Menu	
*** ALL WORK CENTERS ***	
MWC OUTPROC START	20 appointments
PERS INFORMATION	192 appointments
TEST	02 appointments
TRANSITION POINT	1821 appointments

Figure 5.3-75. Delete Appointments Browse Menu

Mark your selection using <F2> and press <Enter>. This will produce the following screen.

```

Appointments for Work Center:
TEST                                02 appointments
*** ALL APPOINTMENTS LISTED ***
000111231 AAFRY CHIX                2000/07/03 MON 0800-0830

```

Highlight the item you want to delete and press **<Enter>**. This will take you to the following ‘delete confirmation’ screen.

```

MULTIPLE APPOINTMENT DELETE CONFIRMATION

Item(s) selected will be permanently removed from the database

Do you wish to delete the item(s) selected? _

F3 = SAVE to commit work; F6 = CANCEL

```

Press **<F3>** to proceed with or **<F6>** to cancel the delete request.

### 5.3.1.69 Delete Appointments by Individual.

Selection of this option from the “Delete Appointments Menu” will present the following screen.

```

Delete Appointments Browse Menu
*** ALL INDIVIDUALS ***
000111231 AAFRY CHIX                03 appointments

```

Figure 5.3-76. Delete Appointments Browse Menu

Highlighting your selection and pressing **<Enter>** will produce the following screen.

```

Appointments for:
000111231 AAFRY CHIX                03 appointments
*** ALL APPOINTMENTS LISTED ***
PERS INFORMATION    2000/06/30 FRI 0930-1000
TEST                2000/07/03 MON 0800-0830
TRANSITION POINT    2000/06/30 FRI 1530-1600

```

Highlighting the appointment you wish to delete and pressing **<Enter>** will present the following ‘delete confirmation’ screen.

```

MULTIPLE APPOINTMENT DELETE CONFIRMATION

Item(s) selected will be permanently removed from the database

Do you wish to delete the item(s) selected? _

F3 = SAVE to commit work; F6 = CANCEL

```

Press **<F3>** to proceed with delete or **<F6>** to cancel the delete request.

### 5.3.1.70 View/Print Roster.

To view or print a roster, select Option #5 from the “Work Center Out-Processing Menu”. Selection of this option will display the following screen.

```

View/Print Current Roster

Roster ID: _____



F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL

```

Figure 5.3-77. View/Print Roster

After the “View/Print Current Roster” screen appears enter the roster that you wish to print or view



or press <F2> to get a list of roster choices. Highlight a roster choice with the arrow keys and press <Enter>. After opening the View/Print Current Roster screen, you have the choice to either view or print the roster you have selected. To view the selected roster press , and then . The following screen will appear.

```

Out-Processing Roster
Roster ID: 10SEPAAAF                                     DATE: 2000/06/30
                                                         TIME: 1123
Starting Date: 1997/09/10
Completion Date: / /
Name          SSN          Rank    PHOS/AOC    UIC
-----
AAFRY CHIX    000111231    CW3    131A0      W0VAAA
-----
END OF ROSTER 10SEPAAAF
There are 1 soldiers on Roster 10SEPAAAF.
(EOF)RETURN to continue; h for help; q to quit

```

From this view screen, you can examine the data it provides before printing. By pressing the letter <q> you will be taken back to the View Current Roster screen. By pressing <Enter>, you can scroll through subsequent pages of the roster if there are any. If you want to print a roster, press <F8> and then <F1> to print after entering a Roster ID in the View Current Roster screen. After pressing <F8/F1> you will see a Print Destination screen. Enter the number of copies, printer class, and printer name. Press <F3> to print. Next, press <Enter> when you see the “Print in Background” screen. Press <F6> if you want to cancel the print procedure.

### 5.3.1.71 Work Center Roster Clearance.

To indicate that individuals named under a roster have completed out-processing for a given work center, select Option #6 from the “Work Center Out-Processing Menu”.

```

Work Center Clearance Roster ID
Roster ID: 11JUNEAHF   Work Center: _____
Cleared by: OUTPROC ISM Administrator
Telephone Number: 703-275-5055
F3 = SAVE; F6 = CANCEL

```

Figure 5.3-78. Work Center Roster Clearance

Enter the Roster ID manually, or press <F2> for choices. Enter the work center that you want to indicate the completion of by members of the roster you just selected or press <F2> for choices. Highlight the work center with the arrow keys and press <Enter>.


Press <F3> to continue with the ‘work center completion’ process. After pressing <F3>, you will be brought to the Work Center Roster Completion screen.

```

Work Center Roster Completion
Name          SSN          Rank    Cleared By    Comments
-----
>AAFRY CHIX    000111231    CW3    OUTPROC IS    NO

```

From this screen, you can mark individuals within a roster as having completed out-processing at the selected work center.

To mark individuals for completion at the selected work center, highlight the individuals one at a time with the arrow keys and press  at each individual. To deselect a soldier marked for

completion, highlight that soldier with your arrow keys and press <F2>.

To mark all of the soldiers within a roster for completion of a work center, press <F8> and then <F5> to mark them all. Once you have marked individuals for completion, press <Enter>.

If you need, you can enter or edit comments for soldiers by pressing <F8> followed by <F6> to get to a comments screen.

**Note:** Comments must be entered individually for each soldier. You cannot enter the same comments for a group of soldiers marked for completion. To enter out-processing comments for individual soldiers, you must use your arrow keys to highlight each soldier individually. Since all the soldiers you previously marked for completion are already highlighted, you may find it difficult to see what soldier you are highlighting again to enter comments. Therefore, as you use your arrow keys, look for the blinking cursor on the left to distinguish what soldier you are highlighting to enter comments.

Next, press <F8> followed by <F6> to enter comments into the screen as displayed below.

Work Center Clearance Comments Update

SSN: 000111231 Name: AAFAY CHIX Rank: CW3


Debt owed: N Amount: \_\_\_\_\_

Cleared By: OUTPROC ISM Administrator

Date: 2000/07/01

Time: 0938

Comments: \_\_\_\_\_

When you reach this screen, your cursor will automatically be placed in the comments field. The SSN, Name, and the other fields will be automatically filled in with the information for the individual you highlighted just before entering this screen. Enter the comments you wish to attach to the selected individual's out-processing data. Once you are done, press  to save this data. After the computer processes your request, you will be brought back to the Work Center Roster Completion screen. The individual you attached comments YES will be visible in the 'comments' column.

### 5.3.1.72 Work Center Roster Clearance Report.

To view or print a work center roster clearance report, select Option #7, from the "Work Center Out-Processing Menu".

Work Center Clearance Status

Work Center: \_\_\_\_\_

SSN: \_\_\_\_\_ Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Debt owed: \_ Amount: \_\_\_\_\_

Out-Processing Cleared: \_

Clearance Date: \_\_\_\_\_ Clearance Time: \_\_\_\_\_

Cleared By: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Comments: \_\_\_\_\_

F3 = SAVE; F6 = CANCEL

Figure 5.3-79. Work Center Roster Clearance Report

Field	Description
Roster ID:	Enter the Roster ID that you want to view or print the status. Press <F2> to display a list of current rosters. Use the arrow keys to highlight a roster and press <input type="button" value="Enter"/> .
Work Center:	Enter the work center(s) that you want to produce a clearance report for. Press <F2> for a list of work centers. Use the arrow keys to highlight a work center and press <Enter>. While in the list of work centers, you can select "ALL WORK CENTERS" so that when you produce a clearance report, the clearance status of all individuals within the roster you selected, will be shown under every work center associated with that roster.
Clearance Status:	In this field, you have two choices. Press <F2> for a list of these choices. The first choice allows you to produce a report listing only soldiers with incomplete out-processing under the work center(s) you have selected. The second choice allows you to produce a report listing every soldier's out-processing status under each work center regardless of whether they have completed out-processing, at each work center. Highlight a choice with the arrow keys and press <input type="button" value="Enter"/> .
Include Comments:	Enter a <Y> or <N> depending on whether you want to include comments specific to each soldier's out-processing at every work center in your report.

Once you have completed the previous steps, press <F8> and then <F2> to view the clearance report. The clearance report will be broken down by work center with each soldier and their clearance status listed under each work center.

Work Center Roster Completion					
Name	SSN	Rank	Cleared By	Comments	
-----					
>AAFRY CHIX	000111231	CW3	OUTPROC IS	NO	

In addition to viewing the clearance report, you can print it as well. After completing the Identify Roster for Clearance screen, press <F8> and then <F1> to print the clearance report. After pressing <F8/F1> you will see a Print Destination screen. Enter the number of copies; printer class and printer name. Press  to print. Next, press  when you see the "Print in Background" screen. Press  if you want to cancel the print procedure.

A sample "Roster Completion Report" is shown below:

Time: 14:46		Roster Completion Report		Date: 1999/09/24	
For Roster ID: 0000000000		Roster Departure Reason:		GRADUATION	
Name	SSN	Rank	Completed	Comments	Ind Depart Reason
-----					

### 5.3.1.73 Multi-Soldier Clearance.

This function allows you to mark several soldiers for clearance at a work center. Select Option #8 from the "Work Center Out-Processing Menu" to indicate clearance for multiple soldiers from a work center.

Figure 5.3-80. Identify Clearance Criteria

Instructions on entering data into this screen are provided below.

Field	Description
Work Center:	Enter the work center that you want to clear soldiers for. Press <F2> for a list of work center choices. Highlight a work center from this list with the arrow keys and press <Enter>.
Include Pre-Initialized:	Enter <Y> if you want to select soldiers for clearance that have been pre-initialized for out-processing. Enter <N> if you do not want to select pre-initialized soldiers for clearance from the work center.
Include Dates From:	In these date fields, you must identify a date range. By selecting this date range, all soldiers with recorded out-processing start dates and pre-initialized start dates that fall within this range will be compiled into a list. From this list, you can select what soldiers you want to clear from the work center. Enter dates in the standard format.

When you have completed entering data into this screen, press <F3> to continue to the “Multi-Clearance Browse Menu” as shown.

From this browse menu, you may mark soldiers as having cleared the work center displayed at the top of this menu. Use you arrow keys to highlight the soldiers you want to clear for the work center and press <F2>.

After pressing <F2>, the > symbol will appear to the left of the soldier indicating that the soldier or soldiers are marked for work center clearance. To unmark a soldier for work center clearance, press <F2> to remove the > symbol.

Once you are done marking soldiers for completion and you do not want to include unique comments regarding that soldier’s out-processing, press <Enter> to save your changes. If you want to include unique comments regarding a soldier’s out-processing at the work center, wait before pressing <Enter>. First, highlight the soldier that you want to create out-processing comments for, then press <F8> followed by <F6>. You will then be brought to a ‘comments’.

Your cursor will be positioned in the 'comments' field. Here, optional comments may be keyed in (e.g., "pick up packet by Friday at noon"). Comments entered here are printed on the Personnel Out-Processing Record. After entering comments, press  to save the record. The "Multi-Clearance Browse Menu" will be redisplayed, reflecting your updates. If you entered any comments  will appear in the "CMNT" column. Press  at any time to cancel the present menu or function.

#### 5.3.1.74 View/Print Clearance Report.

To view or print clearance report, select Option #9 from the "Work Center Out-Processing Menu".

Figure 5.3-81. Identify Clearance Criteria

Instructions for entering data into this screen are as follows:

Field	Description
Work Center:	Enter the work center(s) that you want to produce a report. Press <input type="button" value="F2"/> for a list of work centers. Use the arrow keys to highlight a work center and press <input type="button" value="Enter"/> . While in the list of work centers, you can select "ALL WORK CENTERS" so that when you produce a clearance report, the clearance status of all individuals within the roster you selected will be shown under every work center associated with that roster.
Clearance Status:	In this field, you have two choices. Press <input type="button" value="F2"/> for a list of these choices.

The first choice allows you to produce a report listing every soldier's out-processing status under each work center regardless of whether they have completed out-processing, at each work center. The second choice allows you to produce a report listing only soldiers with incomplete out-processing. Highlight one of the choices from the  choices list.

Include Comments:	Enter a <input type="button" value="Y"/> or <input type="button" value="N"/> depending on whether you want to include comments specific to each soldier's out-processing at every work center in your report.
Include Pre-Initialized:	Enter <input type="button" value="Y"/> if you want soldier's that are pre-initialized for out-processing included on the clearance report. Enter <input type="button" value="N"/> if you want to exclude pre-initialized soldiers from the report.

Include Dates From: In these date fields, you must enter a date range. This date range groups soldiers for the report whose recorded out-processing start dates fall within the date range. Enter dates in the standard format.

Once you have completed the previous steps, press <F8> and then <F2> to view the clearance report. The clearance report will be broken down by work center with each soldier and their clearance status listed under each work center. Press <Enter> to scroll through multiple pages of the report if there is any. Press <q> to quit viewing the report.

Time: 14:53		Work Center Clearance Report			Date: 1999/09/24	
Beginning Date: 1961/10/15 - 1999/09/14 :Ending Date						
Name	SSN	Rank	Cleared	Comments	Depart	Reason
-----	-----	---	-----	-----	-----	-----
*** ACS ***						

In addition to viewing the clearance report, you can print it as well. After completing the Identify Criteria for Clearance screen, press  and then  to print the clearance report. The print destination screen will appear. Enter the number of copies; printer class and printer name. Press  to print. Next, press  when you see the "Print in Background" screen. Press  if you want to cancel the print procedure.

### 5.3.1.75 Work Center Administration Menu.

A work center is an area that performs a specific function for an out-processing soldier, such as an Education Center or Dental Clinic. AR 600-8-101 defines certain mandatory work centers through which all soldiers must process. These mandatory work centers are preset in OUTPROC. To offer maximum flexibility in tailoring in- processing to the needs of each installation and soldier, OUTPROC allows an installation to identify additional work centers. Additional work centers may be defined, at the discretion of an installation, to a maximum of 100 (including the preset work centers). Clearance (processing) through each additional work center can be defined as mandatory or optional, depending on the needs of each soldier. The "Work Center Administration Menu" allows an installation to customize OUTPROC to suit its unique needs. Selection of this menu from the "Peacetime Menu" will display the following screen.

Work Center Administration Menu	
>1.	Add/Change Work Center
2.	Delete Work Center
3.	View/Print Information Report
4.	Add/Change Appointment Skeleton Entries
5.	Delete Appointment Skeleton Entries
6.	Add/Change Appointment Exceptions
7.	View/Print Appointment Schedule
8.	Work Center Questions
9.	Maintain In-Processing Order
10.	Maintain Out-Processing Order
11.	Adjust Application Schedule Limit
99.	Return to Master Menu

Figure 5.3-82. Work Center Administration Menu

### 5.3.1.76 Add/Change Work Center.

The Add/Change Work Center function allows an installation to define a work center or change the definition of an existing work center. Select Option #1 from the "Work Center Administration Menu" to reach the Add/Change Work Center screen. Selection of this option will display the following screen.

Figure 5.3-83. Add/Change Work Center

Instructions for entering data into this screen are described as follows:

Field	Description
Work Center:	Enter the name of the work center or press <F2> for choices. Highlight the work center and press <Enter>.
Office Symbol:	Enter the abbreviated name for the work center.
Location:	Enter the work center's location (e.g., building or room number).
Installation:	Enter the name of the military installation of the work center location.
Phone:	Enter the telephone number for scheduling appointments or for general information (any format).
Office Hours:	Specify hours available for, appointments, or hours of operation (any format, up to two lines).
Processing Required:	Specify whether clearance through this work center is mandatory for I (in-processing), O (out-processing), or B (both). If clearance is not required, leave the field blank or choose 'Conditional Processing' from the list of choices you can get by pressing [space].
Online Processor:	Specify <Y> if the work center has on line access or <N> if a manual control checklist is required.
Appointment Required:	Indicate the type of processing for which an appointment is required - I (in-processing), O (out-processing), or B (both). If an appointment is not required (e.g., drop-in), leave the field blank.
Schedule Appointments:	Give 'appointment scheduling' privileges to Welcome Center Personnel for in-processing (I), out-processing (O) or both (B). This field is only accessible if an appointment is required for in-processing, out-processing, or both. If the appointment may be scheduled only by work center personnel then leave this field blank. Note: requirements for Schedule Appointments and 'Appointment Required', cannot conflict.
Processing Documents Needed:	Use up to 6 lines to describe each document a soldier should bring to the work center and specify the processing type for which the document is required - I (in- processing), O (out-processing), B (both).

Once you have entered the data in to this screen, press <F3> to save your selections or press <F6> to

cancel the action.

### 5.3.1.77 Delete Work Center.

To delete a work center's definition, select Option #2 from the "Work Center Administration Menu" and perform the following steps. The first screen you see is the "Work Center Identify Menu".

Figure 5.3-84. Identify Work Center

Specify the work center you want to delete. Press <F2> to select from a list of authorized work centers. Highlight the work center and press <Enter>. Press <F3> to continue. The work center definition is then displayed on a Delete Work Center screen.

After verifying that the displayed definition is the one you want to delete, press <F3> to continue. After pressing <F3>, the Delete Work Center Confirmation screen appears.

Enter <Y> to confirm the deletion process. Press <F3> to commit the deletion. Press <F6> if you want to cancel the deletion.

### 5.3.1.78 View/Print Information Report.

The Information Report consolidates information for all work centers at an installation, regardless of how they are defined in the system (in- processing and/or out-processing). The report lists general information about each work center, such as hours of operation and required documents for clearance through that work center. If you want to change the contents of the report, change work center definitions through menu Option #1. Selection of this option from the "Work Center Administration Menu" will display the following screen.



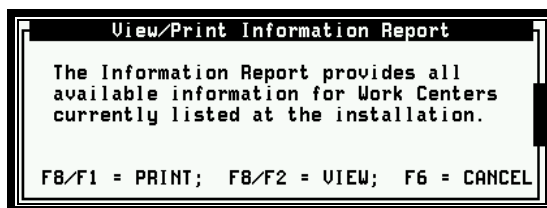
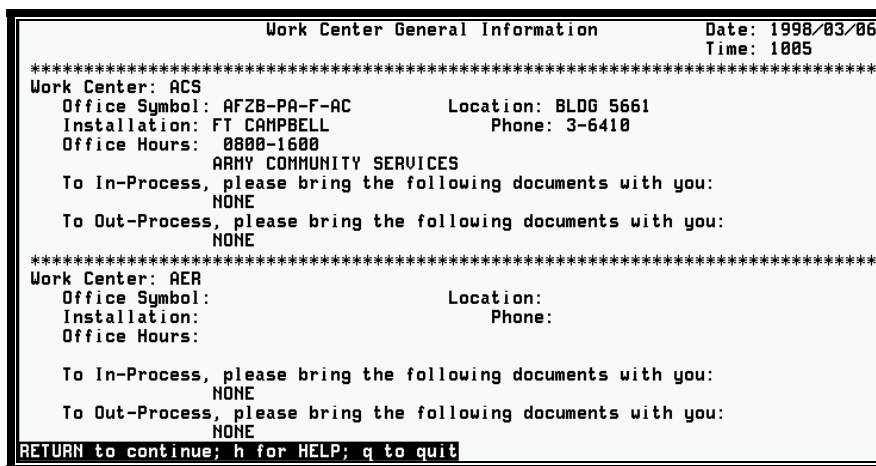


Figure 5.3-85. View/Print Information Report

At the “Information Report Selection” screen, press <F8> followed by <F2> to view the report. To send the report to your designated printer, press <F8> followed by <F1>. The print destination screen will appear. Enter the number of copies; printer class and printer name. Press <F3> to print. Next, press <Enter> when you see the “Print in Background” screen. Press <F6> if you want to cancel the print procedure. Pressing <F6> will return you to the “Work Center Administration Menu”. A sample of the Information Report is displayed below.



### 5.3.1.79 Add/Change Appointment Skeleton Entries.

This module allows you to develop a scheduling template for work center appointments (skeleton). The skeleton determines how many appointments are available at a given work center for each day at specific times. **Note:** If you want to schedule appointments soon after you create new appointment skeletons through this module, you must perform the **Run Purge/Init** function from the Work Center Identify screen shown on the previous page. This must be done, **after** the new skeleton(s) have been created. Please see instruction number 11 at the end of this section for full details. To create an appointment skeleton, select Option #4 from the “Work Center Administration Menu” and follow the steps below. The first screen you see is the Work Center Identify screen.

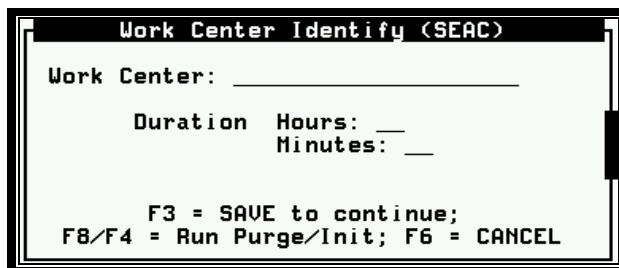


Figure 5.3-86. Work Center Identify (SEAC)

Name the work center for which you want to develop an appointment skeleton. You can press <F2> to select from a list of authorized work centers. Highlight a work center with the arrow keys and press <Enter>. Next, at the **Duration** prompt, specify how long each appointment should take in hours and/or minutes (0-59 minutes). Press <F3> to continue or <F6> to cancel.

After pressing <F3>, an “Appointment Skeleton Browse Menu” appears listing existing appointment skeletons (listed by the day of the week if previously defined) and two **possible** options: GENERATE MULTIPLE APPOINTMENTS and ADD MULTIPLE APPOINTMENTS. If a skeleton has already been created for the work center, you will not see the “GENERATE MULTIPLE APPOINTMENTS” option.

```

Appt Skeleton Browse (SEAC)
WORK CENTER AER
*** ADD MULTIPLE APPOINTMENTS ***
>*** GENERATE MULTIPLE APPOINTMENTS ***
No appointments found.

```

Use your arrow keys to highlight one of these options, or highlight an existing appointment entry and press <Enter>.

#### GENERATE MULTIPLE APPOINTMENTS:

If this is the first appointment skeleton being created for the selected work center, you will be able to select the “GENERATE MULTIPLE APPOINTMENTS”. Selection of this option will display the following screen.

```

Generate Multiple Appointment Skeletons

Work Center AER
Duration Hours 1
Minutes 0

Day  Start  Stop  Number  Start  Stop  Number  Start
-----
MON  _____  _____  _____  _____  _____  _____  60
TUE  _____  _____  _____  _____  _____  _____  60
WED  _____  _____  _____  _____  _____  _____  60
THU  _____  _____  _____  _____  _____  _____  60
FRI  _____  _____  _____  _____  _____  _____  60
SAT  _____  _____  _____  _____  _____  _____  60
SUN  _____  _____  _____  _____  _____  _____  60

F3 = SAVE to commit; F6 = CANCEL

```

Entering data into the columns within Generate Multiple Appointments screen are provided below.

Field	Description
Day:	These fields are pre-filled with all of the days of the week.
Start:	Specify the start time that you would like appointments to begin. Express the time using the hundred-hour clock.
Stop:	Specify, in hundred-hour format, the time that appointments are to cease at the selected work center.
Number Available:	Specify the number of appointments for individual soldiers that you want available for each appointment skeleton. For example, if the <b>duration</b> for appointments at the work center is two hours long and you can handle <b>10</b> soldiers simultaneously in that time period, you would enter <b>10</b> in this field.
Start:	If you have a break in the day where no appointments are to be scheduled, enter the time, which appointments are to resume in this field. Express times using the hundred-hour clock.  For example, you may enter a stop time of 1200 in the first <b>Stop</b> field because you want appointments to cease at 1200 because of lunch, weekly meetings, etc. If you want appointments to resume at 1300, you would enter 1300 in this field.

- Stop:** Specify, in hundred-hour format, the time that appointments are to cease for the day at the selected work center.
- Number Available:** Specify the number of appointments for individual soldiers that you want available for each appointment skeleton. For example, if the **duration** for appointments at the work center is two hours long and you can handle **10** soldiers simultaneously in that time period, you would enter **10** in this field.
- Start Interval:** In this field, specify the number of **minutes** you want between the start times of appointments skeletons. For example, if you wanted appointment start times to begin 10 minutes apart, you would enter 10 in this field. Remember, appointment length is based on the **duration** you selected while in the “Work Center Identify Menu” (the first screen you see when you enter the Add/Change Appointment Skeleton function). If you entered 2 hours for the duration and you entered 10 as the **start interval**, you would have appointments scheduled, for example, from 8:00 to 10:00, 8:10 to 10:10, 8:20 to 10:20, etc. **Important:** Always check what you enter in the **Number Available** field with what you enter in the **Start Interval** field. If, for example, you enter 10 in the **Number Available** field (10 individual appointment slots), and you enter 10 in the **Start Interval** field (start new appointment skeleton every 10 minutes apart), you will have created appointments slots for 10 soldiers every 10 minutes. In one hour, you will have appointments slots available for 60 soldiers!

While in this form, keep in mind that entire rows do not have to be completed and the entire form does not have to be completed either. For example, you can skip afternoon skeletons for Monday and skip Tuesday altogether. Once you have completed this form to your specifications, press <F3> to save. You are then returned to the browse menu where all the skeletons just created will display. You can then edit one or more skeletons and/or add multiple appointments skeletons. These functions are discussed below.

#### Add Multiple Appointments:

From the “APPOINTMENT SKELETON BROWSE MENU”, you can select the “ADD MULTIPLE APPOINTMENTS” option. This option allows you to add additional appointment skeletons to those already created for the selected work center.

Add Multiple Appointments Skeleton Entry		
Work Center AER		
Duration Hours 1 Minutes 0		
Day	Start	Number Available
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
F3 = SAVE to commit; F6 = CANCEL		

At the “Add/Change Multiple Appointment Skeletons screen”, the fields for **Duration** and **Work**

**Center** are protected from data entry. Data entry for the other fields on this form is described below.

Field	Description
Day:	These fields are pre-filled with all of the days of the week.
Start:	Specify the start time that you would like appointments to begin. Express the time using the hundred-hour clock.
Number Available:	Specify the number of appointments for individual soldiers that you want available for each appointment skeleton. For example, if the <b>duration</b> for appointments at the work center is two hours long and you can handle <b>10</b> soldiers simultaneously in that time period, you would enter <b>10</b> in this field.

After completing the fields for a single row, continue adding skeletons on subsequent rows as necessary. Press <F3> to save the newly created skeletons. If you fill all of the rows on this form and you press <F3>, all your data will be saved and a new form appears. Press <F6> if you have no more skeletons to create, or continue adding skeletons. If you leave one or more rows open, you will not be given a new form to continue adding skeletons. Instead, you are brought back to the updated “Appointment Skeleton Browse Menu”.

If, after pressing <F3> in the form, you have duplicated an existing appointment skeleton, a warning message appears displaying the offending skeleton and the duplicated skeleton will not be saved.

#### EDITING EXISTING APPOINTMENT SKELETONS:

While in the “Appointment Skeleton Browse Menu”, you can edit previously created appointment skeletons by highlighting one of the days of the week on the menu and pressing <Enter>. After highlighting a day of the week that you wish to edit appointment skeletons for, press <Enter>.

Change Multiple Appointment Skeletons		
Work Center <u>TRANSPORTATION</u>		
Duration    Hours <u>0</u>		
Minutes <u>30</u>		
Day	Start	Number Available
MON	0900	5
MON	0930	3
MON	1000	3
MON	1030	2
MON	1100	3
MON	1130	3
MON	1200	3
F3 = SAVE/NEXT PAGE    F6 = CANCEL		

At the “Change Multiple Appointment Skeletons screen”, the **Day** fields pre-populate with the day you selected from the browse menu. The **Start** fields will populate with the times of existing appointments. Both the **Day** and **Start** fields are protected from data entry. The only field that you can edit is the **Number Available** field which is a number signifying the number of appointment slots per soldier available within the selected appointment skeleton. Enter a value greater than 0 in this field. If all of the rows are filled, and all of the appointment skeletons are not displayed, make your edits while in this form and press <F3> to save. If there are additional appointment skeletons that you wish to change the number of appointment slots for, they will display after pressing <F3>. Continue making your changes as described above and press <F3> to save.

**Important:** Skeletons that you create on the system today will not be recorded on the system until

tomorrow. That means that if you want to start scheduling appointments today using the appointment skeletons that have just been created, you must perform a process called **Run Purge/Init**. After creating new appointment skeletons, press <F6> as many times as it takes you to return to the “Work Center Identify” screen. There, press <F8> followed by <F4> to run the **Purge/Init** function. After the computer performs this operation, you will be able to schedule appointments for work centers using the appointment skeletons that are newly created. Press <F6> at any time to exit the present function without saving.

### 5.3.1.80 Delete Appointment Skeleton Entries.

This module allows you to delete an appointment slot for a particular day and/or time at a specified work center. For example, you may decide not to have appointments on Tuesdays. To delete an appointment slot (skeleton), select Option #5 from the “Work Center Administration Menu” and follow the steps below.

```

Work Center Identify (SED)
Work Center: _____
F3 = SAVE to Continue; F6 = CANCEL
  
```

Figure 5.3-87. Work Center Identify (SED)

The first screen you see is the “Work Center Identify Menu”. Here, specify the work center whose appointment(s) you want to delete. Press <F2> to select from a list of authorized work centers, highlight a work center with the arrow keys, and press <Enter>. Afterwards, press <F3> to continue.

Next, an Appointment Skeleton Browse screen displays a list of appointment skeletons and appointment slots. Here, use the arrow keys to highlight the appointment skeleton(s) that you want to delete and press <F2> to mark each appointment with the > symbol. You can mark several appointment skeletons for deletion by using the arrow keys to highlight them one at a time and press <F2> at each one.

DAY	TIME	AVAILABLE
MON	0800	5
TUE	0800	5
WED	0800	10
THU	0800	10
FRI	0800	10

Once you mark the appointment slots to delete, press <Enter>. The “Delete Appointment Skeleton Confirmation” screen appears.

```

Delete Marked Appointment Skeleton Entries
Item(s) selected will be permanently removed from the database

Do you wish to delete the item(s) selected? _

F3 = SAVE to commit work; F6 = CANCEL
  
```

Enter <Y> at the prompt and press <F3> to proceed with the delete request or press <F6> to cancel. If appointment **slots** exist for the deleted appointment skeleton(s), you will see a warning message alerting you to this condition. However, the skeletons marked for deletion will still be deleted.

The browse menu redisplay reflects your changes to the appointment skeleton. Select another appointment to delete or press <F6> to exit this module.

### 5.3.1.81 Add/Change Appointment Exceptions.

Once an appointment skeleton is defined, exceptions to the schedule can be made for a particular date by selecting Option #6 from the “Work Center Administration Menu”. To adjust or cancel a predefined appointment slot, perform the following steps.

```

Work Center Identify (EAC)

Work Center: _____
Date: _____
Day: _____
Adjust or Cancel?: A

F3 = SAVE to Continue; F6 = CANCEL
  
```

Figure 5.3-88. Work Center Identify (EAC)

At the “Work Center Identify Menu”, specify a work center, or press <F2> to select from a list of authorized work centers. Highlight the work center you want to make an appointment exception for and press <Enter>. Next, type in the date that you want to add or change appointment(s). Enter the date in the standard format. Specify whether you want to adjust the schedule for the day (A) or cancel all appointments for the day (C). Press <F3> to continue or press <F6> to cancel.

If you have selected cancel appointments (C), the following “Appointment Exception Entries – Cancellation Menu” screen will appear.

```

Appt Exception Entries
Cancellation Menu
TIME    USED
----    ----
>*** CANCEL ENTIRE DAY ***
0800    0
  
```

Highlight your selection and press <Enter>. The following warning notice will display if you attempt to cancel scheduled appointments.

```

CONFIRM CANCELLATION

Appointment times for the entire day will be cancelled

Do you wish to cancel all appointment times for 1998/03/06?

Enter Yes or No (Y/N)
  
```

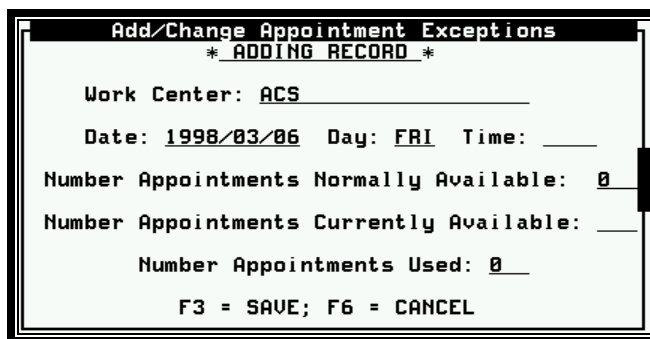
Enter the letter <Y> followed by <Enter> to confirm, or press <F6> to cancel the request.

If you have selected adjust appointments (A), the “Appointment Exception Entries Browse Menu” displays a list of appointment slots scheduled for the selected date.

```

Appt Exception Entries Browse Menu
DATE    DAY    TIME    NORMALLY    CURRENTLY    USED
----    ---    ----    AVAILABLE    AVAILABLE    ----
*** ADD NEW APPOINTMENT TIME ***
>1998/03/06  FRI  0800    10         10         0
  
```

Highlight the appointment time you want to change, or highlight the “ADD NEW APPOINTMENT TIME” option and press <Enter> to display the following screen.



```

Add/Change Appointment Exceptions
* ADDING RECORD *

Work Center: ACS
Date: 1998/03/06 Day: FRI Time: ____
Number Appointments Normally Available: 0
Number Appointments Currently Available: ____
Number Appointments Used: 0
F3 = SAVE; F6 = CANCEL

```

This screen displays a detail of the selected appointment slot. Also displayed is the number of appointments currently available and used. Providing that no appointments have been scheduled (Used = 0), you can change the time of the appointment slot. If appointments have been used, however, you can only change the number of appointments currently available. Press <F3> to save your changes to the schedule or press <F6> to cancel.

#### 5.3.1.82 View/Print Appointment Schedule.

To view or print the appointment schedule developed for a particular work center over a specified period, select Option #7 from the “Work Center Administration Menu” and follow the steps below.



```

View/Print Appointment Schedule

Work Center: ____
F3 = SAVE to continue; F6 = CANCEL to abort

```

Figure 5.3-89. View/Print Appointment Schedule

At the “View/Print Appointment Schedule” screen, specify the work center whose appointment schedule you want to see or press <F2> to select from a list of authorized work centers. Press <F3> to continue or <F6> to cancel. The following screen will appear.



```

Range for Appointment Schedule

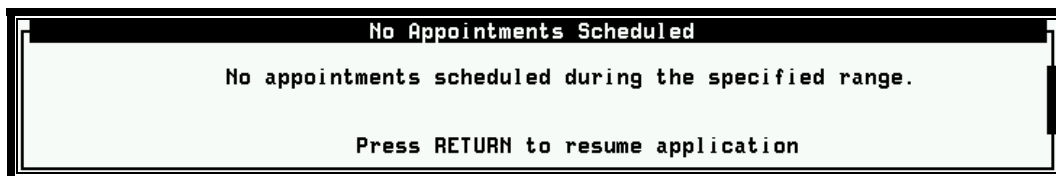
List Appointments - From ____ to ____
F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL to abort

```

Next, at the Range for Appointment Schedule screen, enter the desired reporting dates in the standard format. If you want the report to reflect today’s information, type “today” at a date field.

To view the report, press <F8> to display the alternate function keys, followed by <F2>. To send the report to your designated printer, press <F8> followed by <F1>. Pressing        cancels the print request.

If no appointments are scheduled during the specified range dates, then the following warning message will appear.



```

No Appointments Scheduled

No appointments scheduled during the specified range.

Press RETURN to resume application

```

Press <Enter> to resume application.



### 5.3.1.83 Add/Change Work Center Questions.

Use this option to help soldiers determine their need or desire to process through an installation's additional, non-mandatory, work centers. To reduce out-processing time for a soldier, an installation can assign questions to each non-mandatory work center. For example, a library might pose the question, "Do you want a library card?"

To add or change work center question(s), choose selection 8 from the "Work Center Administration Menu" and follow the steps below.

Figure 5.3-90. Work Center Identify (QAC)

Specify a work center at the "Work Center Identify Menu", or press <F2> to select from a list of authorized work centers. Highlight a work center and press <Enter>. Next, press <F3> to continue or <F6> to cancel.

After pressing <F3>, the "Add/Change Work Center Questions Menu" displays questions already defined (if any) and an "ADD" option.

Highlight a question to change, or highlight the "ADD" option to create a new question, then press <Enter>. The Add/Change Work Center Questions screen, as shown below, displays three options for the selected question.

Entering data into this screen is described below.

Field	Description
Display Order:	Specify the order in which this question should appear (e.g. "1" indicates the first question).
Question Type:	Specify whether the question should be posed during in-processing (I), out-processing (O), both (B), or (F) Form 5123-1-R.
Additional Data Entry	



Question: Enter the question to be asked of the soldier (up to 2 lines).

Pose questions in a manner that requires a yes/no response. For example, “When was your last dental checkup?” would not work with this format, whereas “Did you have a dental exam in the last 6 months?” elicits a yes/no response. Also, structure questions so that a “yes” response means that a soldier needs or wants to in-process at the work center. A “no” response means that the soldier does not need or want to out-process at or receive information from, the work center. Multiple questions can be used for a given work center. However, once “yes” is entered at the schedule appointment prompt, any remaining questions not yet asked are skipped. Therefore, to save time for the out-processing clerk, order multiple questions according to the greatest likelihood of receiving a “yes” response.

Once you complete adding or changing questions, press **<F3>** to save the question(s). The browse menu will redisplay, reflecting your changes.

Add/Change Work Center Questions Menu		
Work Center: ACS		
Display Order	In/Out Process	Question
***** ADD Work Center Question *****		
>1.	1 OUT	When was your last dental check up?

When you are finished adding or changing questions, press **<F6>** to exit this module.

#### 5.3.1.84 Delete Work Center Questions.

To delete a question from a work center’s questionnaire, select Option #9 and follow the steps below:

Work Center Identify (QD)	
Work Center:	_____
F3 = SAVE to Continue; F6 = CANCEL	

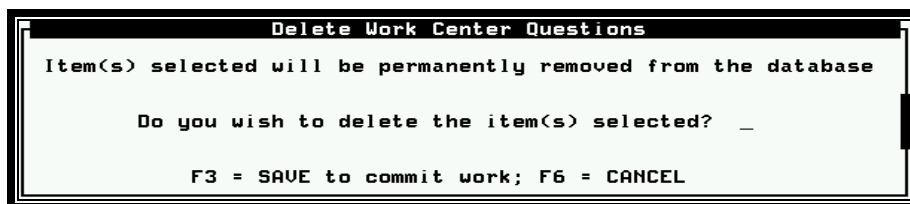
Figure 5.3-91. Work Center Identify (QD)

Specify the work center at the “Work Center Identify Menu”. Press **<F2>** to select from a list of authorized work centers. Highlight a work center and press **<Enter>**. Next, press **<F6>** to cancel.

A list of questions associated with the selected work center will appear on the “Delete Work Center Questions Menu”.

Delete Work Center Questions Menu		
Work Center: AER		
Display Order	In/Out Process	Question
1.	IN	This is a question for the AER wkcntr of inproc

Highlight and press **<F2>** to mark each question you want to delete. When all questions have been marked for deletion, press **<Enter>** (or press **<F6>** to cancel). Pressing **<Enter>** will display the “Delete Confirmation” screen.



At the “Delete Confirmation” screen, enter the letter <Y> followed by <F3> to delete the marked questions. If you change your mind, press <F6> to cancel the request and leave the questions intact.

The “Work Center Identify Menu” is redisplayed. Choose another work center and repeat the process described above, or press  to exit this module.

#### 5.3.1.85 Maintain In-Processing Order.

To specify the order of work centers a soldier should visit during in- processing, select Option #10 from the “Work Center Administration Menu” and follow the steps below.

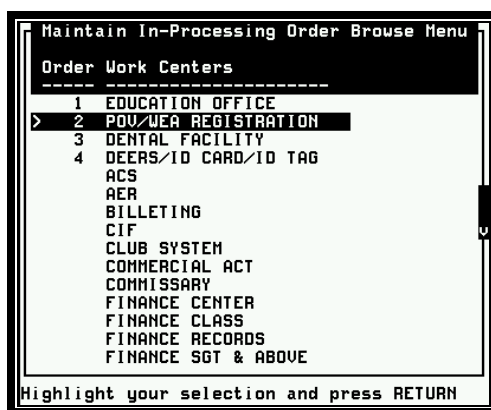
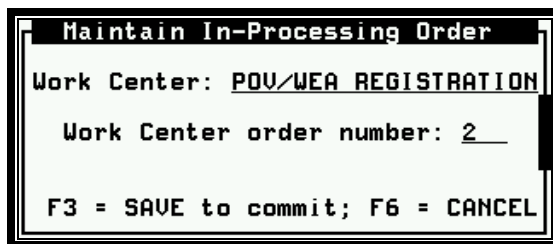


Figure 5.3-92. Maintain In-Processing Order

The “Maintain In-Processing Order Browse” screen displays a list of work centers that have been defined as mandatory for in-processing. The order to be followed for processing through the work centers is also displayed (if any). Highlight the work center whose order you want to define or change, then press <Enter>. At the “Maintain In-Processing Order Menu” define the order for the selected work center. Allowable entries are a **number** or the letter <L>, which indicates the last work center to be processed. Press <F3> to save the update or press <F6> to cancel.



The “Maintain In-Processing Order Browse Menu” is redisplayed, reflecting changes made to the order. Press <F6> to exit the module.

#### 5.3.1.86 Maintain Out-Processing Order.

To specify the order of work centers a soldier should visit during out-processing, select Option #11 from the “Work Center Administration Menu” and follow the steps below.

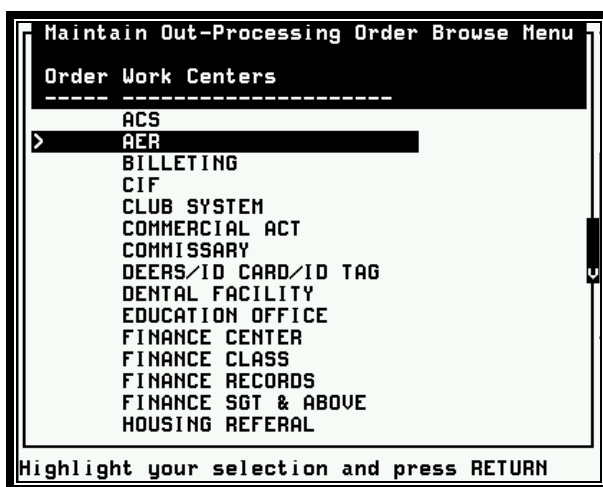
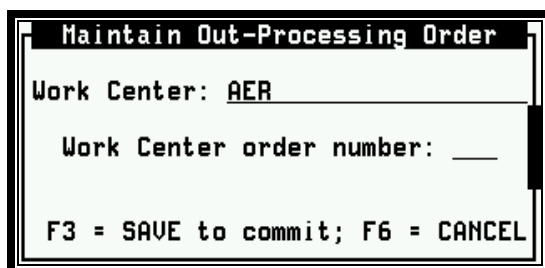


Figure 5.3-93. Maintain Out-Processing Order Browse Menu

The “Maintain Out-processing Order Browse” screen displays a list of work centers that have been defined as mandatory for out-processing. The order to be followed for processing through the work centers is also displayed (if any). Highlight the work center whose order you want to define or change, then press **<Enter>**.

At the “Maintain Out-processing Order Menu”, define the order for the selected work center. Allowable entries are a **number** or **<L>**, which defines the last work center to be processed through. Press **<F3>** to save the update or press **<F6>** to cancel.



The browse menu is redisplayed, reflecting changes made to the order. Press **<F6>** to exit the module.

#### 5.3.1.87 Adjust Application Schedule Limit.

To specify the number of days in the future, for which you would like to schedule work center appointments for out-processing soldiers, select Option #12 from the “Work Center Administration Menu”. The value entered through this module affects both the Work Center Appointment Scheduling module and the Reschedule Appointment module.

While in an “Appointment Selection Menu” within either of these two modules, you will be able choose from among available appointment slots that are within a given number of days in the future. This variable number of days is defined through this module, and instructions for doing so are provided below. The number of days chosen through this module applies to all work centers while scheduling. After making the appropriate menu selections, you are brought to the Adjust Application Schedule Limit screen.



Figure 5.3-94. Adjust Application Schedule Limit

You are automatically placed in the **Days to Display** field. Here, declare the number of days in the future that you want available when scheduling or rescheduling work center appointments. The default value is 8 days. However, you can choose from 1 to 45 days in the future for which appointments could be scheduled. After selecting a value, press **<F3>** to save. Press **<F6>** at any time to cancel.

### 5.3.1.88 Ad Hoc Query.

“Ad Hoc Query” is a report generating utility, which allows you to custom design reports using specific information from the DAMIS database. It is designed for those occasions when the standard reports are insufficient or inappropriate, i.e., they contain either too much or too little information, or the information is not sorted to suit your needs. A query does not change the database; it just extracts data for display or print.

“Ad Hoc Query” is an easy-to-use interface that lets non-programmers access a database without having to call upon a programmer. You can specify the information you want included in a report, and “Ad Hoc Query” will generate it. A more advanced user could custom design the Structured Query Language (SQL) code generated by the program.

From the “Ad Hoc Query Main Menu”, you may create, edit, view, and print basic and advanced queries. The “new query” is built in this way and remains in memory until you log off the system. Once you are satisfied that the query extracts the correct data, you can save it for re-use at a later date. Saved queries are named and may be changed, deleted, or printed through this module. Selection of this menu from the “Peacetime Menu” will present the following screen.

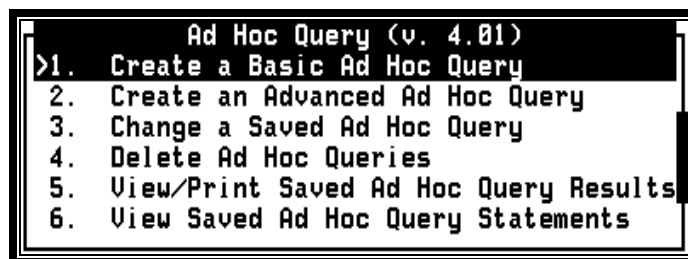


Figure 5.3-95. Ad Hoc Query

For a complete tutorial on how to use the Ad Hoc Query application, please consult Section 7 of this manual.

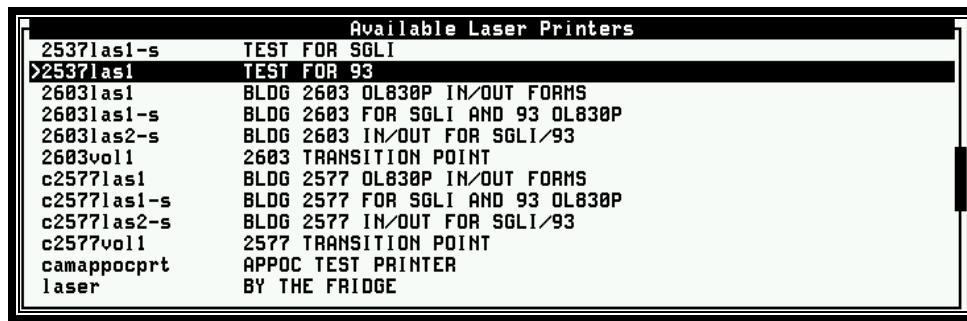
### 5.3.1.89 Load Laser Fonts.

Selection of this option from the “Peacetime Menu” will display the following screen.

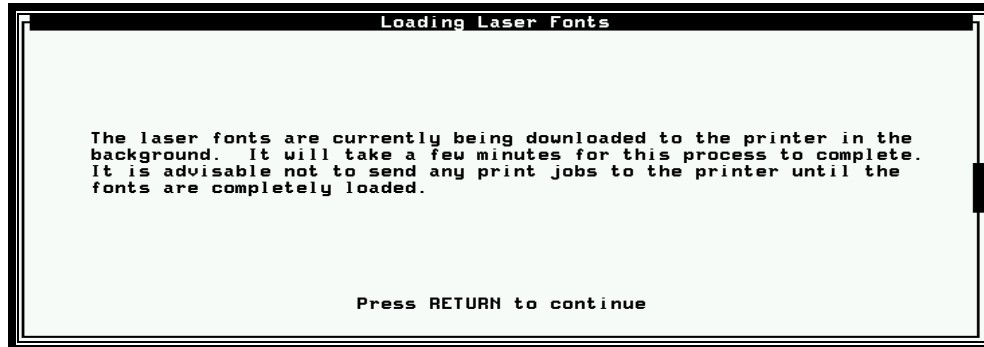


Figure 5.3-96. Load Laser Fonts

Enter the printer name or select from **<F2>** Choices.



Pressing <F3> will produce the following screen.



### 5.3.2 Transition to War Menu.

This sub-module has not yet been implemented.

### 5.3.3 Wartime Menu.

This sub-module has not yet been implemented.

### 5.3.4 Demobilization Menu.

This sub-module has not yet been implemented.

### 5.3.5 Customer Assistance Menu.

This menu allows you to access the screens used for obtaining assistance by telephone, by message, for reporting a problem, and for obtaining OUTPROC ISM data. Selection of this menu from the "Master Menu" will display the following menu.

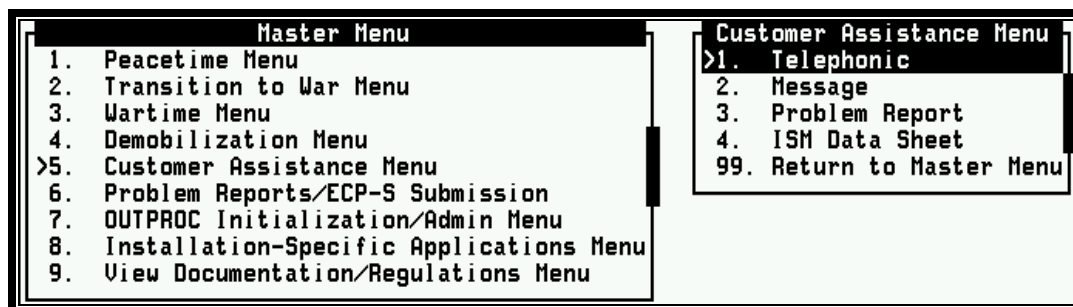


Figure 5.3-97. Customer Assistance Menu

#### 5.3.5.1 Telephonic.

This option allows you to obtain assistance by calling the ISM Customer Assistance Office (CAO). You can contact this office 24 hours per day seven (7) days per week. When you select this option from the "Customer Assistance Menu," the following screen will appear:

```

Telephonic
Telephonic Assistance: <DSN 879-6798 <COMM. (520)538-6798
                      or 1(800)305-3036
                      FAX: <DSN 879-6809 <COMM. (520)538-6809

Be prepared to provide the following information.
- Name of ISM (e.g. PERSLOC, EDMIS, DAMIS, ...)
- Software Developer (if known)
- Person Calling      *Name
                      *Address (normal mail)
                      *E-mail Address
                      *Phone Number <Commercial/DSN>
- Organization (Office Symbol)
- AIS Code - SIC Code - DPI Code
- Content of Inquiry or Comments

For specific information on any of the above, select ISM Data
Sheet from the Customer Assistance Menu.

RETURN to continue

```

Figure 5.3-98. Telephonic

Please have the requested information available before the user places the phone call. The information required appears on the screen above. For a more specific information, select “ISM Data Sheet” menu option.

### 5.3.5.2 Message.

This option allows you to record conversations or notes. You can send messages created through this module to selected addresses in electronic or in hard copy form, depending on interfaces available to the installation. This menu item is reserved for future development.

### 5.3.5.3 Problem Report (PR).

Use this procedure to fill out an electronic version of DA Form 5005-R, ECP-S. After filling out the form, you can print it or send it via electronic mail. Once stored, you can recall, edit, reprint or retransmit an ECP-S. To get the information you need to report a problem with OUTPROC, select Option #3 and press <Enter>. The following screen will appear.

```

Problem Report/ECP-S Menu
>1. Add/Change Problem Report/ECP-S
2. View Problem Report/ECP-S
3. Delete Problem Report/ECP-S
4. Submit Problem Report/ECP-S

```

Figure 5.3-99. Problem Report

### 5.3.5.4 Add/Change ECP/PR.

Refer to paragraph 5.6.1 for more details.

### 5.3.5.5 View ECP/PR.

Refer to paragraph 5.3.6.2 for more details.

### 5.3.5.6 Delete ECP/PR.

Refer to paragraph 5.3.6.3 for more details.

### 5.3.5.7 Submit ECP/PR.

Refer to paragraph 5.3.6.4 for more details.

### 5.3.5.8 ISM Data Sheet.

Use this procedure to display a fact sheet of information about OUTPROC. The “ISM Data Sheet” screen allows you to obtain information on the OUTPROC ISM. To obtain OUTPROC ISM data, select this option from the “Customer Assistance Menu”, and press <Enter>. The “ISM Data Sheet”

will appear in two screens as shown.

ISM Data Sheet (Page 1 of 2)

1. ADS Code: P15
2. SIC Code: A01
3. ISM Process Supported: 19.5.2
  - supports MILPER submodule through central clearing or training points
  - creates/maintains customized outprocessing schedule
  - controls outprocessing actions required
  - creates outprocessing workload statistics
  - generates S.B. Installation Clearance Record (DA Form 137-2)
4. ISM Functional Proponent:
5. ISM SAFF: DCSPER
6. ASD:
7. SOC:

RETURN = NEXT PAGE; F6 = CANCEL

Figure 5.3-100. ISM Data Sheet

Press <F3> to view the next page or <Enter> to resume the application.

ISM Data Sheet (Page 2 of 2)

8. General: This ISM assists the Installation Commander with Out-Processing losing Military Personnel. In brief, OUTPROC supports the following:
  - Reporting Pending Losses
  - Tracking of Out-Processing Personnel
  - Scheduling of Out-Processing Personnel

RETURN to continue

### 5.3.6 Problem Reports/ECP-S Submission Menu.

Use this procedure to fill out an electronic version of DA Form 5005-R, ECP-S. After filling out the form, you can print it or send it via electronic mail. Once stored, you can recall, edit, reprint or retransmit an ECP-S. When you select this menu from the "Master Menu", the system displays the following forms for reporting the problem and generating a DA Form 5005-R (ECP-S). In this option you can add a new ECP or PR or change one that is currently on the system. If the ECP-S has already been submitted then you will not be able to change it. Selection of this option from the "Master Menu" will display the following forms for reporting the problem and generating a DA Form 5005-R (ECP-S).

Problem Report/ECP-S Menu

- >1. Add/Change Problem Report/ECP-S
2. View Problem Report/ECP-S
3. Delete Problem Report/ECP-S
4. Submit Problem Report/ECP-S

Figure 5.3-101. Problem Reports/ECP-S Submission Menu

### 5.3.6.1 Add/Change ECP/PR.

Selection of this option from “Add/Change/Delete ECP/PR Menu” will present the following screen.

The screenshot shows a terminal window titled "ECP-S (DA5005-R) (Page 1 of 4)". The form fields are as follows:

- Originator Number: LA2-A150-144
- Type of Report: ECP-S
- To: \_\_\_\_\_
- From: \_\_\_\_\_
- ATTN: \_\_\_\_\_
- Point of Contact: \_\_\_\_\_
- Telephone: \_\_\_\_\_
- Title: \_\_\_\_\_
- Priority: \_\_\_\_\_
- Application/Version: \_\_\_\_\_
- Executive SU Baseline/Version: \_\_\_\_\_
- Problem Date: \_\_\_\_\_
- Job/Cycle/Program ID: \_\_\_\_\_
- Title of Problem/Change: \_\_\_\_\_

At the bottom of the form, it says: F3 = SAVE to continue; F6 = CANCEL

Figure 5.3-102. ECP-S - DA Form 5005-R (Page 1 of 4)

Use this form to enter the information to generate a DA Form 5005-R (ECP-S) for this ISM. You can then forward this printed form to the appropriate office for consideration.

You assign an originator number, comprising of AIS and Data Processing Installation (DPI) codes and an ECP or PR sequence number for tracking and identification of reports. Pressing <F2> from the **Originator Number** field shows report list previously generated that you can modify.

Field	Description
Originator Number:	Enter 11 position number constructed as follows: Positions 1-3: AIS code. Use this ‘three position’ code to identify the system. You can find this on the ISM data sheet from the “Customer Assistance” option on the “Master Menu”. Positions 4-7: DPI code. Use this ‘four position’ code to identify the installation submitting the DA Form 5005-R. Contact DOIM ISM Administrator for this code. Positions 8-11: Sequence Number. Use this four position all numeric code with the other two codes to uniquely identify the problem or ECP being reported on this DA Form 5005-R.
Type of Report:	Enter the type of report or press <F2> for choices. Select either ECP-S or Problem Report. See your FA for instructions on what constitutes a PR or ECP-S.
From:	Enter the unit name, Installation Name, and name of person reporting. Enter “D” for Defense Switched Network (DSN). Commercial telephone numbers should include the area code. Example: “Fort Lewis, Ms. Sullivan, XXX- 357-6495.”
To:	Enter the organization name to send this ECP-S.
ATTN:	Enter the name of the person to whose attention you wish the form directed. Example: “Mr. Sam Wilson.”
Point of Contact:	Enter the name of the Point of Contact (POC).
Telephone:	Enter the telephone number of the POC.
Title:	Enter the title of the POC.
Priority:	Enter the Priority of the report, or press <F2> for choices.



Application/Version: Enter the name of the application and the version number. Example: "OUTPROC/09.00"

Executive SW Baseline/  
Version: Enter the user's Executive Software baseline. Example: P15-9.00.

Problem Date: Enter the date the problem was detected in to the field in an accepted date format. You may enter "today" for the current date.

Job/Cycle/Program ID: Enter the name or number of the problem job, cycle, and program. The number of characters available on both lines is 66.

Title of Problem/Change: Enter a short description of the problem. Example: "Unit funds are incorrect." The number of characters available on both lines is 66.

**Note:** If you move the cursor back up to the Originator Number, you will lose all of the changes that you entered on this screen. This happens when the program attempts to find your new ECP-S item. To avoid this, do not press <Enter> on the last field of the form.

Once you enter the required data in this screen, press <F3> to continue to the second page of the report or press <F6> to cancel. Pressing <F3> will display the following screen.

ECP-S (DA5005-R) (Page 2 of 4)

Originator Number: LA2-A150-144

Description of Problem/Change:

F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE

ECP-S - DA Form 5005-R (Page 2 of 4)

This is page two of the data entry screens for entering the information to generate a DA Form 5005-R (ECP-S) for this ISM.

<u>Field</u>	<u>Description</u>
Originator Number:	This field is populated automatically with the originator number entered on the first page of the form.
Description of Problem/ Change:	Enter a brief narrative describing the problem in sufficient detail to permit ready identification and evaluation. Include a list of supporting documentation available for research by SD. Example: "Balance for Unit Fund was correct. However, most financial statements for unit fund after year end are incorrect." The number of characters available is 960.

Once you enter the required data on the previous screen, press <F3> to continue to the third page of the report or press <F6> to cancel. Pressing <F3> will display the following screen.

**ECP-S (DA5005-R) (Page 3 of 4)**

Originator Number: **LA2-A150-144**

Effect on User:

Recommended Solution/Justification:

**F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE**

ECP-S - DA Form 5005-R (Page 3 of 4)

This is page three of the data entry screens for entering the information to generate a DA Form 5005-R (ECP-S) for this ISM.

Field	Description
Originator Number:	This field gets populated automatically with the originator number entered on the first page of the form.
Effect on User:	Enter a description of how the problem impacts on the user. Example: "Incorrect reports causing excessive expenditures of resources and lost time." The number of characters available is 420.
Recommended Solution/Justification:	Enter a brief description of the recommended solution for problem and its justification. The number of characters available is 480.

After you complete entering information on the prior screen, press <F3> to continue to the fourth screen of the report or press <F6> to cancel. To return to previous page, press <F8/F4>. Pressing <F3> will display the following screen.

**ECP-S (DA5005-R) (Page 4 of 4)**

Originator Number: **LA2-A150-144**

Remarks:

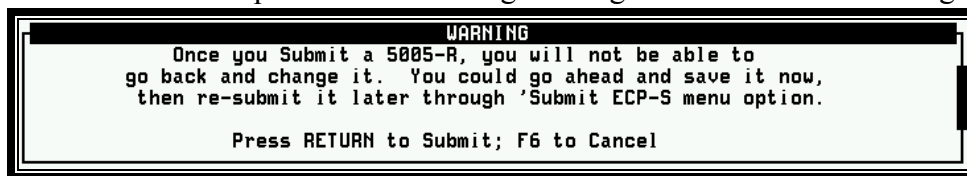
**F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE  
F8/F1 = PRINT; F8/F3 = XMIT to transmit**

ECP-S - DA Form 5005-R (Page 4 of 4)

Field	Description
Originator Number:	This field is populated automatically with the originator number entered on the first page of the form.
Remarks:	Enter relevant remarks concerning the problem and its solution. The number of characters available is 900.

Processing options from Screen 4 are as follows:

SAVE: When you complete the problem report, press <F3> to save it.  
CANCEL: If you decide to cancel the problem report, press <F6>.  
PREV PAGE: To return to the previous page, press <F8/F4>.  
TRANSMIT: If you are ready to transmit the report, press <F8/F3>. This will present the following warning screen before transmitting.



Press <Enter> to submit or <F6> to cancel the transmission request.

PRINT: To produce a printed copy of the report, press <F8/F1>.

#### 5.3.6.1.1 Control Inputs.

To fill out an ECP-S, you require the originator number (a unique ECP-S identifier used to track and recall an ECP-S) and problem report date. The originator number, which is supplied to the user when filling out the ECP-S form, is composed of-

- An AIS code
- A unique site identifier
- A site sequence number

Environment variables, which are set and exported in the "strtusrISM" command file in the OUTPROC runtime directory, control the following parameters:

- Site sequence number that is generated and incremented automatically.
- AISCODE, the identifying code assigned to OUTPROC AIS
- DPI Code, a unique four-digit site identifier that is preset in OUTPROC at installation time
- ECPDIR, indicates the path where the ECP-S input and output files are stored
- ECPDB is the ISM identifier (OUTPROC).

The environment variables allow this procedure to be used with various ISM at different sites without changing the procedure itself.

#### 5.3.6.1.2 Management Information.

Use the ECP-S Originator Number for tracking and later recall of the ECP-S from the STARS. The system keeps the sequence number portion of this number [as an American Standard Code for Information Interchange (ASCII) string] in a file in the ECPDIR directory that has the suffix ".count". The filename is the concatenation of the ISM AIS code and the local DPI code. The OUTPROC screen banner includes the software version number, requested on the DA Form 5005-R.

#### 5.3.6.1.3 Input/Output Files.

Data entered into each of the four screens for the electronic DA Form 5005-R are stored in ASCII text files named after the Originator Number with a screen sequence number (1, 2, 3, or 4) appended. A directory named by the ECPDIR variable keeps these files.

#### 5.3.6.1.4 Output Reports.

If a LaserPro Express printer is available and has been configured for use as a laser printer with

OUTPROC (refer to Procedure 7,4,1) the print option will print a facsimile of the DA Form 5005-R, with the information entered. Otherwise, it will print an approximation to the DA Form 5005-R using ASCII characters. If you choose the electronic mail transmission option, the ASCII version is included as the text of a message with “DA Form 5005-R (ECP-S)” and the current date as the subject. The message can be directed to any addressee accessible from the OUTPROC host. The size of the output is about two pages.

#### 5.3.6.1.5 Reproduced Output Reports.

You should keep copies or originals of ECP-S(s) in an ECP-S notebook until processed. Local procedure may dictate how many copies should be made for distribution and tracking.

#### 5.3.6.1.6 Restart/Recovery Procedures.

There are no special restart or recovery procedures in case of a system failure. The system stores ECP-S data in permanent files as it processes and saves each screen.

#### 5.3.6.2 View ECP/PR.

This option allows you to view an ECP or PR currently existing on the system. Selecting this option from the “Problem Report/ECP-S Menu” shows the following screen.

```
View ECP-S (DA5005-R)      (Page 1 of 4)
*VIEWING RECORD*
Originator Number: LA2-M350-  Type of Report: _____
To: _____             From: _____
ATTN: _____
Point of Contact: _____ Telephone: _____
Title: _____
Priority: _____
Application/Version: _____
Executive SW Baseline/Version: _____
Problem Date: _____
Job/Cycle/Program ID: _____
Title of Problem/Change: _____
F3 = SAVE to continue; F6 = CANCEL
```

Figure 5.3-103. View - ECP-S - DA Form 5005-R (Page 1 of 4)

Enter three characters to complete the Originator Number field for the ECP or PR you wish to view. You can press  to view a list of the currently existing ECPs and PRs.

Press <F3> to view the next page or <F6> to cancel.

```

View ECP-S (DA5005-R)                (Page 2 of 4)
Originator Number: LA2-M350-021
Description of Problem/Change:
Corrected wording

```

ECP-S - DA Form 5005-R (Page 2 of 4)

Press <F3> to view the next page or <F6> to cancel.

```

View ECP-S (DA5005-R)                (Page 3 of 4)
Originator Number: LA2-M350-021
Effect on User:
None

Recommended Solution/Justification:

F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE

```

ECP-S - DA Form 5005-R (Page 3 of 4)

Press <F3> to view the next page or <F6> to cancel.

```

View ECP-S (DA5005-R)          (Page 4 of 4)
Originator Number: LA2-M350-021
Remarks:

```

ECP-S - DA Form 5005-R (Page 4 of 4)

The bottom of the screen shows several options from which to select.

Pressing <F3> returns you to the “Problem Report/ECP-S Menu”.

### 5.3.6.3 Delete ECP/PR.

This option will allow you to delete an ECP or PR that is currently on the system. Selection of this option from “Add/Change/Delete ECP/PR Menu” will present the following screen.

ECP-S (DA5005-R) (Page 1 of 4)

Originator Number: LA2-A150-144 Type of Report: ECP-S

To: \_\_\_\_\_ From: \_\_\_\_\_

ATTN: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

Title: \_\_\_\_\_

Priority: \_\_\_\_\_

Application/Version: \_\_\_\_\_

Executive SU Baseline/Version: \_\_\_\_\_

Problem Date: \_\_\_\_\_

Job/Cycle/Program ID: \_\_\_\_\_

Title of Problem/Change: \_\_\_\_\_

F3 = SAVE to continue; F6 = CANCEL

Figure 5.3-104. Delete - ECP-S - DA Form 5005-R (Page 1 of 4)

Press <F3> to view the next page or <F6> to cancel.

ECP-S (DA5005-R) (Page 2 of 4)

Originator Number: LA2-A150-144

Description of Problem/Change:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE

ECP-S - DA Form 5005-R (Page 2 of 4)

Press <F3> to view the next page or <F6> to cancel.

ECP-S (DA5005-R) (Page 3 of 4)

Originator Number: LA2-A150-144

Effect on User:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommended Solution/Justification:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE

ECP-S - DA Form 5005-R (Page 3 of 4)

Press <F3> to view the next page or <F6> to cancel.

```

Delete ECP-S (DA5005-R) (Page 4 of 4)
Originator Number: LA2-H350-021
Remarks:

F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE
F8/F1 = PRINT;

```

ECP-S - DA Form 5005-R (Page 4 of 4)

Pressing <F3> will take you to the delete confirmation screen as shown.

```

DELETED ECP-S/PROBLEM REPORT
Item(s) selected will be permanently removed from the database

Do you wish to delete the item(s) selected?  _

F3 = SAVE to commit work; F6 = CANCEL

```

Enter **<Y>** for Yes or **<N>** for No and press **<F3>** to commit work. Pressing **<F6>** cancels the delete request.

#### 5.3.6.4 Submit ECP/PR.

This option allows you to submit an ECP-S to the Status Tracking and Reporting System (STARS) that has already been created through the Add/Change ECP/PR procedure. Selection of this option from “Add/Change/Delete ECP/PR Menu” shows the following screen.

Submit ECP-S Menu				
Origin	Version	Priority	Modified	Submit
004 P01-S370-004	EDMIS 2.01	Routine	1995/03/04	N
007 P01-S370-007	EDMIS 2.01	Routine	1995/03/04	N

F2 = MARK; RETURN to Submit; F6 = Cancel

Figure 5.3-105. Submit ECP/PR

This menu contains all of the ECP-S currently on the system. If the DA Form 5005-R has already been submitted then an 'Y' will appear in the far right column. You cannot re-submit a DA Form 5005-R. To submit a DA Form 5005-R that has not yet been submitted, highlight the ECP-S and mark it by pressing <F2>. Press <Enter> to submit or <F6> to cancel the request. Once you submit a DA Form 5005-R, it will remain on the system for one week before you can delete it off the system. If you have marked an ECP-S that has already been submitted and pressed <Enter>, then the system will display the following error message.



Press <Enter> to continue.

### 5.3.7 OUTPROC Initialization/Administration Menu.

Functions on this menu are for use only by authorized functional administrators and are described in detail in the OUTPROC SCOM, AISM 25-P15-A01-AIX-SCOM.

### 5.3.8 Installation-Specific Applications Menu.

Functions on this menu are for use only by authorized functional administrators and are described in the OUTPROC SCOM, AISM 25-P15-A01-AIX-SCOM. This option, if allowed, gives access to the "Installation Specific Menu" defined by the OUTPROC Administrator in the OUTPROC Initialization/Administration functional area. OUTPROC Administrator controls access to this menu. Selecting Option #8 from the "Master Menu" accesses the following screen.



Figure 5.3-106. Installation-Specific Applications Menu

### 5.3.9 View Documentation/Regulations Menu.

This menu item is reserved for future development. Selection of this option from the "Master Menu" will display the following screen.

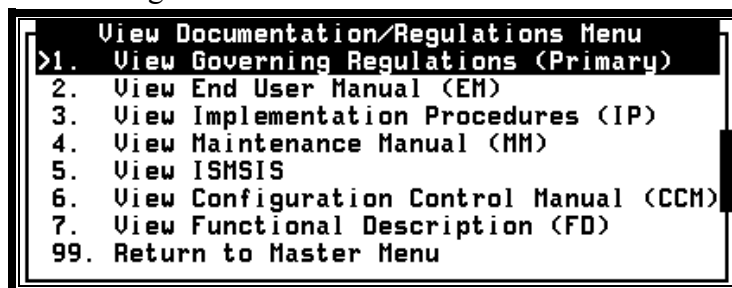


Figure 5.3-107. View Documentation/Regulations Menu

## 5.4 RELATED PROCESSING.

This section identifies and discusses OUTPROC related processes (i.e. batch, off-line, or background processing) supported by the end user. No such processes have been identified.

## 5.5 DATA BACKUP.

OUTPROC backup is performed daily by an automated process. Contact the FA for additional information about backup. Please refer to paragraph 2.3 for discussion of data backup.

## 5.6 RECOVERY FROM ERRORS AND MALFUNCTIONS.

Please refer to paragraph 2.3 for discussion of recovery from errors and malfunctions.

## 5.7 MESSAGES.

There are warning and error messages in the system. Warning messages indicate that a problem exists with the information entered. Error messages indicate that a problem has occurred while processing a transaction. The user should report major errors to the FA. Minor processing errors, such as entering an incorrect date or SSN, result in a message being displayed. Re-enter the information correctly according to the instructions provided with the error message.



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## 6 TERMS AND ABBREVIATIONS

ACSIM.....	Assistant Chief of Staff for Installation Management
ADAPCP.....	Alcohol and Drug Abuse Prevention and Control Program
ADD.....	Army Data Dictionary
AHS.....	Academy of Health Sciences
AIS.....	Automated Information System
AISM.....	Automated Information System Manual
ANSI.....	American National Standards Institute
ANSOC.....	Army Network and Systems Operator Center
AR.....	Army Regulations
ARA.....	Assigned Responsible Agency
ASCII.....	American Standard Code for Information Interchange
BBS.....	Bulletin Board System
CAO.....	Customer Assistance Office
CCM.....	Configuration Control Manual
CD.....	Clinical Director
CIVPER.....	Civilian Personnel
COOP.....	Continuity of Operations
CPO.....	Civilian Personnel Office
CPU.....	Central Processing Unit
DA.....	Department of the Army
DBA.....	Data Base Administrator
DBDD.....	Data Base Design Description
DCTN.....	Defense Commercial Telecommunications Network
DDN.....	Defense Data Network
DEMOB.....	Demobilization
DENTRAD.....	Dental Readiness System
DISN.....	Defense System Information Network
DM.....	Director of Management
DOD.....	Department of Defense
DOIM.....	Director of Information Management
DPI.....	Data Processing Installation
DSN.....	Defense Switched Network
ECP-S.....	Engineering Change Proposal - Software
EDCO.....	Educational Coordinator
ESQL.....	Embedded Structured Query Language
ETIP.....	Extended Terminal Interface Prototype
FA.....	Functional Administrator
FACE.....	Framed Access Command Environment
FD.....	Functional Description
FOUO.....	For Official Use Only
FP.....	Functional Proponent
FTDTL.....	Forensic Toxicology Drug Testing Laboratory
FTS.....	Federal Telecommunications System
HQDA.....	Headquarters Department of the Army
HW.....	Hardware
IAW.....	In accordance with
IITS.....	Installation Information Transport System

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ILIDB .....	Installation Level Integrated Data Base
IP .....	Information Proponent
ISEC .....	Information Systems Engineering Command
ISM .....	Installation Support Module
ISS .....	Information Systems Security
ITP .....	Installation Transition Processing
LAN .....	Local Area Network
MACOM .....	Major Command
MAIS .....	Major Automated Information System
MILPER .....	Military Personnel
MRO .....	Medical Review Officer
NCOIC .....	Non-Commissioned Officer In Charge of a Unit
NCSA .....	National Center for Supercomputing Applications
NIC .....	Network Interface Card
ODISC4 .....	Office of the Director of Information Systems for Command, Control, Communication, and Computers
OCSA .....	Office of the Chief of Staff of the Army
OS .....	Operating System
OSE .....	Open Systems Environment
PA .....	Proponent Agent
PC .....	Personal Computer
PCS .....	Permanent Change of Station
PF Keys .....	Programmable Function Keys
PIR .....	Patient Intake/Screening Record
PM .....	Project Manager
PMO ISM .....	Program Management Office, Installation Support Modules
POC .....	Point of Contact
PPR .....	Patient Progress Report
PR .....	Problem Report
RAM .....	Random Access Memory
RAPR .....	Resource and Performance Report
RDBMS .....	Relational Database Management System
RTF .....	Residential Treatment Facility
SA .....	System Administrator
SAC .....	Service Area Code
SADB .....	Subject Area Database
SAFP .....	Subject Area Functional Proponent
SCOM .....	Software Center Operator Manual
SDC-W .....	Software Development Center - Washington DC
SIC .....	Systems Identification Code
SIDPERS .....	Standard Installation/Division Personnel System
SIP .....	Software Installation Plan
SOP .....	Standard Operating Procedures
SQL .....	Structured Query Language
SSN .....	Social Security Number
STAMIS .....	Standard Army Management Information System
STARS .....	Status Tracking and Reporting System
STRAP .....	Structured Requirements Analysis Planning
SUM .....	Software User Manual

---

SW .....	Software
TDA .....	Table of Distribution and Allowances
TDP .....	Test Designated Position
UADC .....	Unit Alcohol and Drug Coordinator
UIC .....	Unit Identification Code
UNIX .....	A multi-user operating system written by AT&T
UPC .....	Unit Processing Code
US-2 .....	Unclassified Sensitive - Two
USADAOA .....	U.S. Army Drug and Alcohol Operations Agency
USAISSC .....	US Army Information Systems Software Center
VDT .....	Video Display Terminal

## 7 AD HOC QUERY UTILITY USER GUIDE

### 7.1 GENERAL INFORMATION AND START-UP

#### 7.1.1 Introduction.

The Installation Support Modules use the ANSI-compliant version of Structured Query Language (SQL) provided with the Oracle database management system to perform queries and produce reports.

The standard queries and reports provided with EDMIS are usually sufficient for most needs. However, they may not be sufficient for your particular needs. If that is the case, you can use the “Ad Hoc Query Utility” to create your own queries and reports.

This guide provides instructions on how to use the “Ad Hoc Query Utility”. It starts with an overview and interface description. Then a detailed explanation of features, step-by-step procedures, and examples follows.

#### 7.1.2 Overview.

The “Ad Hoc Query Utility” lets you perform two types of queries: basic and advanced. You do not need to know how to use SQL to make a Basic query. You specify the data you want and how you want it to be organized. The “Ad Hoc Query Utility” generates the SQL statements for you. Or if you prefer, you can make an advanced query using your own SQL statements.

This guide provides instructions for the “Ad Hoc Query Utility” only. It does not explain how to write SQL statements. If you want to write your own SQL statements for use in Advanced queries, look at the generated statements from examples and refer to “The Oracle Guide to SQL: Tutorial.” Throughout this guide, the “Ad Hoc Query Utility” is referred to as “Ad Hoc Query.”

#### 7.1.3 Ad Hoc Query Interface.

The user interface for “Ad Hoc Query” is the same as that for ISM. Refer to Section 8, “User Interface Standards,” for a detailed description of the user interface including how to make selections from menus, enter and edit data in forms, and move between fields in a form. “Ad Hoc Query” uses some special function keys, which this guide describes.

##### 7.1.3.1 Menus.

A menu is a screen box containing two or more numbered options. To select one of the options in a menu, use the arrow keys to highlight the option desired and press <Enter>. Or, press the number of the option and then press <Enter>.

##### 7.1.3.2 Function Keys.

In “Ad Hoc Query”, you press function keys to perform certain operations. Eight labels are displayed, left to right, on the bottom of the screen. The text in these screen labels indicates what function the corresponding function keys <F1> through <F8> performs at any time. The function and screen label that corresponds to each function key may change during processing.

The screen labels will change accordingly, but you will always find a particular function on the same function key. Table 7-1 lists the most commonly used function keys and their screen labels.

Table 7.1. Function Keys	
FUNCTION KEY	SCREEN LABEL

<F1>	HELP
<F2>	CHOICES (MARK)
<F3>	SAVE
<F6>	CANCEL
<F8>	CHG-KEYS

**<F1>** Pressing <F1>, when the screen label is 'HELP' displays a help screen with information about the form or menu, you are currently using.

**<F2>** Pressing <F2>, when the screen label is 'CHOICES' displays a list of valid choices for the highlighted field. You can select one of the choices from the list by highlighting it and pressing <Enter>. To highlight the choice you want, use the arrow keys or type the first few letters of the desired choice until it is highlighted.

Pressing <F2> when the screen label is MARK lets you mark several choices you want to select. To do this, first highlight the choice you want, then press <F2> to mark it with a >. To highlight a choice, use the cursor control keys, or type the first few letters of the desired choice until it is highlighted. To unmark a choice, highlight it again then press <F2> again. When you have marked all your choices, press <Enter> to select them.

**<F3>** Pressing <F3>, when the screen label is 'SAVE', saves all of the selections you have made on the current screen and displays the next screen. If you press <F3> without having filled-in all the necessary fields, you will not be allowed to continue and a message at the bottom of the screen will indicate the problem.

**<F6>** Pressing <F6>, when the screen label is 'CANCEL' exits the current screen and returns you to the previous screen. This operation does not save any input. In most cases, pressing <F6> will return you to the screen or menu immediately preceding the one currently shown. If the current screen happens to be the "Master Menu", then, pressing <F6> will exit you from the application to the UNIX prompt.

**<F8>** Pressing <F8>, when the screen label is 'CHG-KEYS' toggles the assignments of the other seven function keys. When you press <F8> new screen labels will appear for these function keys on the rectangles at the bottom of the screen indicating their new functions. To return the function keys to their original assignments, just press <F8> again. Print and View functions are often implemented by pressing <F8> followed by another function key. When you have to access one of these functions, an instructional line at the bottom of the screen will tell you what keys to press.

For example:

F8/F1 = PRINT

This means press <F8>, then press <F1>.

### 7.1.3.3 Field Prompts.

When the cursor is on an input field, a message will appear, on the bottom left of the screen telling you what action to take or what type of information is required.

### 7.1.3.4 User Input General Guidelines.

When typing text into a form, just type your input and press <Enter>. All entered text is converted

to upper case (except in a few special instances.)

If a CHOICES list is available, the word CHOICES will appear in the screen label for <F2>. Select the choice you want and press <Enter>.

Some fields require input, while input to others is optional. If you do not fill-in a required field, or if you have incorrectly filled-in a required field, an error message will appear.

To move the cursor to the next field, press <Enter> or <Tab>. To move the cursor to the previous field, use the arrow keys or <Shift/Tab>.

When you have finished filling-in a form, press <F3> to continue.

#### 7.1.4 Ad Hoc Query Main Menu.

“Ad Hoc Query” may be reached from any ISM “Master Menu” by selecting the “Peacetime Menu” option. From there, you will find the “Ad Hoc Query” main menu option. Figure 7.1-1 shows the “Ad Hoc Query” main menu. The following sections explain the various options in this menu.

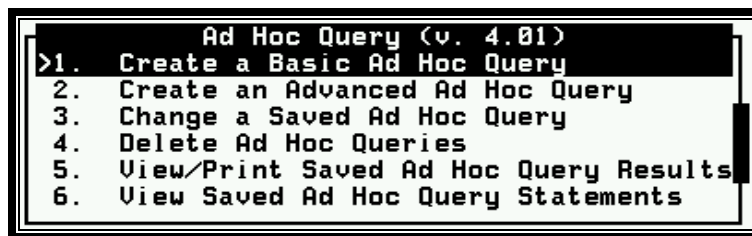


Figure 7.1-1. Ad Hoc Query Menu

#### 7.1.5 Data Base Concepts.

A brief description of how a database table is constructed is presented here with an example to illustrate how to make selections from the database tables. Refer to the DENTRAD Database Design Description (DBDD) Manual for complete descriptions of the ‘dentrad’ database tables. You can then use “Ad Hoc Query” to design your specific report, armed with the knowledge of how the information is organized.

Records and fields compose a relational database table. These elements are similar to rows and columns in a table of information. Refer to Table 7.2 for a graphical representation of a simple database table.

Table 7-2. Simple Data Base Table					
data base [Table]	Field 1 [Column 1]	Field 2 [Column 2]	Field 3 [Column 3]	Field 4 [Column 4]	...
<b>Record 1</b> [Row 1]	Atwater	14456 Vine	Los Angeles	CA	...
<b>Record 2</b> [Row 2]	Benson	2345 Oak	Richmond	VA	...
<b>Record 3</b> [Row 3]	Benton	29 T St. NW	Washington	DC	...

In the preceding example of a database table, Field 1’s title may be Name and contain the names of people in the database. Field 2’s title may be Street, and contain their street addresses. Record 1 could be titled #001, and contain all information relating to a particular person including, as in this

example, Name, Street, City, and State.

In “Ad Hoc Query”, you select the fields you want to print and any conditions you wish to apply to them (for example names beginning with the letter “A” or the state equal to “CA”). You can select and optionally sort those fields for all records that match the specified conditions and then display or print the results.

A query comprises a specification of what fields are to be selected, in what order and how they are to be sorted along with the conditions that apply to selecting records. With “Ad Hoc Query”, queries you create can be named and saved so you can execute them and display or print the results later. You can modify a saved ad hoc query at any time.

## 7.2 CREATE A BASIC AD HOC QUERY

To create a “Basic Ad Hoc Query”, use the procedures described in this section. Select Option #1, “Create a Basic Ad Hoc Query” from the “Ad Hoc Query” main menu. The “Basic Ad Hoc Query” screen will appear.

Figure 7.2-1. Basic Ad Hoc Query screen

Later paragraphs describe the function key actions listed at the bottom of the screen.

### 7.2.1 Fields on the Basic Ad Hoc Query Screen.

This section discusses the screen fields in the order that they appear on the screen.

Field	Description
Query Name:	The “Query Name” is the name that you will use for later reference to the query. Notice that all new queries start with the name “NEW QUERY”. When you save the query, you may give it a more specific name. (Refer to paragraph 7.2.5).
Type of Query:	The “Type of Query” specifies the kind of information you wish to select from the database. Note that SELECT ALL is the default value. Press <F2> to get a list of choices. The choices shown in Table 7-3 are available.

Table 7-3. Types of Queries	
VALUE	OPERATION
SELECT ALL	Select all records and fields specified. (This is the default).
SELECT UNIQUE	Select unique records only. If multiple record types with duplicate information exist, this selects only one of each unique type. This is useful if you want to list the different kinds of values without printing every value.
SELECT COUNT	Show a count only of records found. (Includes duplicates).
SELECT UNIQUE COUNT	Show a count only of unique columns found. (Does not include duplicates).

Fields:

“Fields” specifies what fields (columns) are to be selected from the overall set of database fields by the query. Press <F2> to get a complete list of available fields and a brief description of each. Then, indicate what fields you want to select by moving the highlight bar to the desired choice and pressing <F2> to mark each desired field for the query. Once you have marked the field choices for your query, press <Enter> to return to the “Basic Ad Hoc Query” screen. If you choose more than one field, an asterisk will appear in the “Fields” field.

Refer to paragraph 7.3.1.1 for details about more ways to mark fields. Paragraph 7.3.1.2 describes how to set the order that your selected fields appear in the query. Paragraph 7.3.1.3 explains how and when to specify the table to search for a particular selected field.

Order By:

The “Order By” fields (“Sort Fields”) allows you to specify how to organize (sort) the results of your query. Entering data into these fields is optional. To organize your report, position the cursor at the first “Order By” field and press <F2> to get a list of the fields you previously selected for your query. Highlight the field you want to sort by first and press <Enter>. To do multi-level sorting, enter more sort fields on subsequent “Order By” lines.

Ascend/Descend:

Each “Ascend/Descend” field corresponds to an “Order By” field and specifies the direction of the sort for the “Order By” field. The default is to sort from lowest to highest (ascending). Entering data into these fields is optional.

When you have completed making the “Basic Ad Hoc Query” screen entries, press <F3>. This will display the Basic Ad Hoc Conditions screen.

### 7.2.2 Fields on the Basic Ad Hoc Conditions Screen.

This screen lets you specify selection conditions for the fields you selected for your query. Entering data into the fields in this screen is optional. Later paragraphs describe the function key actions listed at the bottom of the screen.



Figure 7.2-2. Basic Ad Hoc Query Conditions

Field	Description
Field:	<p>Use the “Field” field to specify which field in your query to apply a selection condition to. Pressing &lt;F2&gt; gives you a list of your previously selected fields to choose.</p> <p>For example, if you have selected individual name as one of the fields in your query, you may want to print only individual names beginning with the letter “S”. To do this, enter the individual name field in this data entry field, then specify the condition in the “Condition” field.</p>
Condition:	<p>“Condition” is the type of condition (such as equal to, like greater than, less than) to apply to a selected field element. Press &lt;F2&gt; to get a list of choices. The operators LIKE and NOT LIKE should be used when the field contains alphanumeric data (such as a name). The operators = and &lt;&gt; (equal and not equal) should be used when the field contains numeric data only. If you don’t know the type of a field, assume it is numeric.</p> <p>NOTE: As on all CHOICES lists, the currently highlighted option appears with a &gt; on the left side. This might be confusing for this particular list since the = will appear as &gt;= when it is highlighted.</p>
Value:	<p>(Optional field). “Value” is the value to compare the field. This can be a full value such as a name or number, or a partial value, such as a letter. It may also be the name of another field. When comparing character values, lower case is considered greater than upper case (for this reason, the input in this field is not converted to upper case).</p> <p><b>IMPORTANT:</b> “Ad Hoc Query” automatically puts quotes around the value you enter in this field, so you should never put quotes around your “Value”.</p>
And/Or:	<p>(Optional field). Use this field only if you are specifying more than one condition. If you want <b>each</b> condition to be met, type “A” for “AND” and press &lt;Enter&gt;. If you want <b>any</b> condition to be met, type “O” (for “OR”) and press &lt;Enter&gt;.</p> <p><b>IMPORTANT:</b> Currently, you cannot group logical conditions using “Basic Ad Hoc Query”. This means you cannot combine “AND” and</p>

“OR” conditions or specify which conditions are applied first. To do that, you must use “Advanced Ad Hoc Query” instead.

### 7.2.3 Using the Basic Ad Hoc Query Screen.

Figure 7.2-2 shows the “Basic Ad Hoc Query” Screen. Paragraph 7.3.1.2 describes the SET ORDR function. Paragraph 7.3.1.3 describes the SET TBLS function.

```

Basic Ad Hoc Query
Query Name: adhoc
Type of Query: SELECT ALL
Fields: AAR_FLAG ; ADMINISTRATIVE ADJUSTMENT REPORT FLAG <F=
Sort Fields
Order By: AAR_FLAG ; ADMINISTRATIVE ADJ Ascend/Descend:
Order By: Ascend/Descend:
Order By: Ascend/Descend:
Order By: Ascend/Descend:
Order By: Ascend/Descend:
Order By: Ascend/Descend:
Order By: Ascend/Descend:
Order By: Ascend/Descend:
F3 = SAVE to continue; F6 = CANCEL;
F8/F5=SET ORDR; F8/F6=SET TBLS;
  
```

Figure 7.2-3. Basic Ad Hoc Query Screen

- STEP 1.** **Select Option #1**, “Create a Basic Ad Hoc Query”, from the “Ad Hoc Query” main menu. The “Basic Ad Hoc Query” screen will appear. Notice that all new queries start with the name “NEW QUERY”. When you save the query, you give it a unique name.
- To change** the value of the “Type of Query” field, go to STEP 2. If the default value is what you want, go to STEP 3.
- STEP 2.** **Check type of query** (required field). Default is “SELECT ALL”. If you want to keep this value, go to STEP 3. If you want to change it, move the cursor from the “Fields” input field and press <F2> to list available choices. Select the desired value and press <Enter> to fill-in the field. Press <Enter> again to move to “Fields”.
- STEP 3.** **Enter “FIELDS” input** (required field). Press <F2> to list fields.
- STEP 4.** **Mark the fields** you want to select. To do this, first highlight the field you want, then press <F2> to mark it with a >. To highlight a field, use the cursor control keys, or type the first few letters of the desired field until it is highlighted. To unmark a field, highlight it again and then press <F2> again. Refer to Paragraph 7.3.1.1 for advanced field marking options.
- STEP 5.** **When finished marking fields**, press <Enter> to return to the “Basic Ad Hoc Query” screen. If you marked more than one field, an asterisk will appear in the “Fields” input field. Press <Enter> again to go to the first “Order By” field in the “Sort Fields” area.
- STEP 6.** **Enter “ORDER BY” input** (optional field). To list valid choices, press <F2> to list the fields you marked in STEP 4. Highlight the field you want to sort by and press <Enter> to place it into the “Order By” field. Press <Enter> again to move the cursor to the corresponding “Ascending/Descending” field.
- STEP 7.** **Enter “ASCENDING/DESCENDING” input** (optional field). Type “A” for ascending alpha-numerical order, or “D” for descending alpha-numerical order, then press

<Enter>. Ascending is the default value.

**STEP 8.** Enter additional “ORDER BY” input by repeating STEPS 6 and 7 for each one.

**STEP 9.** When done, press <F3> to go on to the next screen (Basic Ad Hoc Conditions). Input to this screen is optional.

To skip Ad Hoc conditions, press <F3> without entering any conditions. This will display the “Save Ad Hoc Query” Screen described in paragraph 7.2.4.

#### 7.2.4 Using the Basic Ad Hoc Query Conditions Screen.

This screen lets you specify conditions for fields you chose for your query. It also provides access to other “Ad Hoc Query” functions as described in Section 3.

**Basic Ad Hoc Query Conditions**

Query Name: \*\*\* NEW QUERY \*\*\*

WHERE

Field: \_\_\_\_\_ Condition: \_\_\_\_\_  
 Value: \_\_\_\_\_  
 And/Or \_\_\_\_

Field: \_\_\_\_\_ Condition: \_\_\_\_\_  
 Value: \_\_\_\_\_  
 And/Or \_\_\_\_

Field: \_\_\_\_\_ Condition: \_\_\_\_\_  
 Value: \_\_\_\_\_  
 And/Or \_\_\_\_

F3=SAVE Query; F6=CANCEL; F8/F1=PRINT Query Results  
 F8/F2=VIEW Query Results; F8/F3=VIEWSTMT View Query Statement  
 F8/F4=PREV FRM; F8/F5=PG UP; F8/F6=PG DOWN;

**STEP 1.** Specify the field to apply conditions to. Press <F2> for a list of previously selected fields; highlight field and press <Enter>.

**STEP 2.** Specify the condition to apply to the field. Press <F2> for a list of valid conditions. Highlight the desired condition and press <Enter> to accept it. Highlighted options have > next to them, don't confuse it with a condition character.

**STEP 3.** Specify the value you want to compare the field. Do not use quotes. Press <Enter> to accept it. This can be a full value, such as a name or number, or partial value, such as a letter. It may also be the name of another field. When comparing character values, lower case values are considered greater than upper case values.

**STEP 4.** Specify the AND/OR condition. Use this field only if you are specifying another condition. If you want each condition to be met, type “A” for “AND” and press <Enter>. If you want any condition to be met, type “O” for “OR” and press <Enter>.

**STEP 5.** Press <F3> to display the “Save Ad Hoc Query” Screen.

#### 7.2.5 Using the Save Ad Hoc Query Screen.

This screen lets you save a query for later use, rename a query previously saved and optionally, make the query public.

Figure 7.2-4. Save Ad Hoc Query Screen

### 7.2.5.1 To Enter a New Name.

Use this procedure to save a newly created ad hoc query under a unique name.

- STEP 1.** Enter name for the query on the “Query Name” field and press <Enter>. The name you choose should be unique. The cursor will move to the “Comments” field.
- STEP 2.** Enter any comments. These comments will appear with the name later in a choices list when browsing saved queries. When done, press <F3>.
- STEP 3.** Enter <Y> or <N> at the “Make this Query Public?” field. If you enter <N>, only you can run or modify the query. If you enter “Y” others will be able to use run and modify the query. You can change this later, if you choose.
- STEP 4.** When done, press <F3>.

### 7.2.5.2 To Change the Saved Name of a Query.

Use this procedure to change the name of a query that you have just saved.

- STEP 1.** Answer the “RENAME THIS QUERY?” field. Default is “No”. Press <Y><Enter>. The cursor will move to the “New Name” field.
- STEP 2.** Enter new name for this query and press <Enter>. The cursor will move to the “Comments” field; add any new comments.
- STEP 3.** Enter any comments. These comments will appear alongside the query name later when browsing saved queries. When done, press <F3>.
- STEP 4.** Enter <Y> or <N> at the “Make this Query Public?” field. If you enter <N>, only you can run or modify the query. If you enter <Y> others will be able to use run and modify the query. You can change this later, if you choose.
- STEP 5.** When done, press <F3>.

## 7.3 BASIC AD HOC QUERY FUNCTIONS

### 7.3.1 Functions Accessible from the Basic Query Screen.

While you are creating a basic query, several enhanced functions are available via function keys from the “Basic Ad Hoc Query” Screen. Paragraphs 7.3.1.1 through 7.3.1.3 describe them.

#### 7.3.1.1 Mark Fields for a Basic Query (Advanced).

While marking fields, you can take advantage of advanced marking capabilities provided by “Ad Hoc Query”. The following explains these options.

F1 MARK ALL	Mark (select) all items.
F2 MARK	Mark or unmark highlighted item.
F3 MARK UP	Mark all items from the current one to the top of the list.
F4 MARK DOWN	Mark all items from the current one to the bottom of the list.
F5 INTERVAL	Mark a range of items. To perform this option, mark the item at the top of a desired range of items (using <input type="text"/> ) and mark the item at the bottom of the desired range. Then, press <input type="text"/> and all items in the range will be marked.
F6 PATTERN	Mark items that fit a certain pattern. A prompt asks, for a pattern to search. Input into this prompt is case sensitive. To search for a pattern, type in a letter string followed by the * character. For example, type MED* to mark all items that <u>start</u> with MED, or type *MED * to mark all items that <u>contain</u> the letter string MED.
F7 SWAP	Mark all items that are currently unmarked and unmark all items that are currently marked.

Refer to the Section 8, “ISM Standard User Interface” for more details about selecting items from lists and menus.

### 7.3.1.2 Set the Order of Fields in a Basic Query.

Use the following procedure when creating a “Basic Ad Hoc Query” to set the order that the selected fields appear in the results of your query.

- STEP 1.** Select the **Set Order** option by pressing  followed by .
- STEP 2.** **Highlight the field** you want to appear first (by using the arrow keys) and press .
- STEP 3.** **Highlight the field** you want to appear next and press .
- STEP 4.** **Repeat Step 3** until you are satisfied with the order of the data elements.
- STEP 5.** Press  to save and return to the “Basic Ad Hoc Query” screen.

**IMPORTANT:** The system will display in a random order the fields for which you do not specify the display order.

### 7.3.1.3 Setting the Search Tables in a Basic Query.

When the same database field is present in more than one table, “Ad Hoc Query” chooses one of these tables as the default search table. This option is needed to set the search table in those cases when the default search table is not what you intended. This situation would arise in the following example:

You want to create a report of a soldier family member names with the family member’s SSN displayed alongside each name. First, you select the fields you want to query - individual name (for name of family member) and individual family member SSN. The problem is that the individual name is present in two different tables: “individual” and “individual association.” To generate a query of family member names, the query must search the individual association table but not the individual table. Since Ad Hoc Query by default searches the “individual” table, which contains the soldier’s names, you must override the default for this field and set it to

search the “individual association” table instead. Use the following procedure when creating a “Basic Ad Hoc Query” to set which database tables to search when selecting fields in your query.

- STEP 1.** Press <F8/F6> to select the Set Tables option. A browse menu containing the fields in your query along with their current search table will appear.
- STEP 2.** Highlight the field whose search table you wish to change (using the arrow keys) and press <Enter>. A CHOICES menu consisting of the possible search tables will appear.
- STEP 3.** Highlight the desired search table (using the arrow keys) and press <Enter>. You will return to the browse menu in STEP 2.
- STEP 4.** Repeat Steps 2 and 3, until you have specified the desired search tables for your query fields.
- STEP 5.** Press <F8/F3> to save and return to the “Basic Ad Hoc Query” screen.

### 7.3.2 Functions Accessible from the Conditions Screen.

After you have created a basic query, several functions are available via function keys from the “Basic Ad Hoc Query Conditions” Screen. Paragraphs 7.3.2.1 through 7.3.2.6 describe them.

#### 7.3.2.1 Print Ad Hoc Query Results.

To print the report to a printer:

- STEP 1.** Press <F8/F1>. A User defined header screen will appear.
- STEP 2.** Enter a title to put on the query results and press <F3>. A message [Generating Report ... ] will appear followed by the Print Destination Screen.
- STEP 3.** Specify the number of copies you want, the printer class, and printer name. Press <F2> for lists of valid printer classes and names.
- STEP 4.** When done, press <F3> to print or <F6> to return to the “Basic Ad Hoc Query” screen.

#### 7.3.2.2 View Ad Hoc Query Results.

To display the results of your query:

- STEP 1.** Press <F8/F2>. As your query is being performed and the results compiled, a [Generating Report ...] message will appear.
- STEP 2.** Move to the next page of the report, once it appears, by pressing <Enter>.
- IMPORTANT:** Report-viewing is done via a file-browsing utility that lets you do things like search for patterns and move backward and forward through the report. If you are comfortable moving through files, use the browse commands. Press <h/Enter> to display a list of these commands.
- STEP 3.** Press <q/Enter> to exit the display and return to the previous screen.

#### 7.3.2.3 View Ad Hoc Query Statements.

To view the SQL statements of the current “Ad Hoc Query”, press <F8/F3>. This lets you see the SQL statements that are generated by “Basic Ad Hoc Query”. You can use this information to learn how SQL is used and can copy SQL code for use with “Advanced Ad Hoc Query”.

#### 7.3.2.4 Return to Basic Ad Hoc Query Screen.

To return to the “Basic Ad Hoc Query” Screen, press <F8/F4>. You can then make further

modifications to the query.

### 7.3.2.5 Scroll Query Conditions Up.

To scroll the current display of query conditions up toward the beginning, press <F8/F5>.

### 7.3.2.6 Scroll Query Conditions Down.

To scroll the current display of query conditions down toward the end, press <F8/F6>.

## 7.4 OTHER AD HOC QUERY OPTIONS

You can access the functions described in this section from the “Ad Hoc Query” main menu. To create a “Basic Ad Hoc Query”, refer to Section 7.3.

### 7.4.1 Create an Advanced Ad Hoc Query.

To use “Advanced Ad Hoc Query”, press <2><Enter>. The “Advanced Ad Hoc Query” screen will appear.

Figure 7.4-1. Advanced Ad Hoc Query

This screen functions similarly to the “Basic Ad Hoc Query” Screen. No help is available and you must write your own SQL statements.

**To print** your advanced query, press <F8/F1>.

**To view** your advanced query, press <F8/F2>.

**To scroll up** your advanced query, press <F8/F6>.

**To scroll down** your advanced query, press <F8/F5>.

### 7.4.2 Change a Saved Ad Hoc Query.

To change a query you have already saved, press <3><Enter>. A list of all saved queries will appear on-screen.

Highlight the query you want to edit and press <Enter>. The appropriate “Ad Hoc Query” Screen (Basic or Advanced) appears with the query already filled in. Make any changes you wish.

### 7.4.3 Delete Ad Hoc Queries.

Use this procedure to delete a saved query.

**STEP 1.** List saved queries by pressing <4/Enter>. A list of all saved queries will appear on-screen.

Delete Ad Hoc Queries			
Query Name	Query Type	User Id	
query	Public	bellamym	
query2	Public	bellamym	
test	Public	bellamym	
test query 1	Public	bellamym	
This query joins 2 tables ssn's.			
Count Individual Transfer out	Public	cif	
This query will count the National stock number for all LTO and the count is the quantity of items(NSN).			
Date range for D/X totals	Private	cif	
D/X currently as of 11/26/96 does not keep track of single			
F2 = MARK to select; RETURN to commit; F6 = CANCEL			

Figure 7.4-2. Delete Ad Hoc Queries

**STEP 2.** Mark the queries you want to delete.

**STEP 3.** Press <Enter>. A screen will appear asking if you are sure you want to delete the marked item(s).

Delete A Saved Query	
Item(s) selected will be permanently removed from the database	
Do you wish to delete the item(s) selected? _	
F3 = SAVE to commit work; F6 = CANCEL	

**STEP 4.** Press <Y> in response to the prompt and press <F3>. The marked item(s) will be deleted.

#### 7.4.4 View/Print Saved Ad Hoc Query Results.

Use this procedure to view or print a query you have already saved.

**STEP 1.** Display the View/Print Saved Ad Hoc Query Results screen by pressing <5/Enter>.

View/Print Saved Ad Hoc Query Results	
Query Name: _____	
F8/F1 = PRINT; F8/F2 = VIEW; F6 = CANCEL	

Figure 7.4-3. View/Print Saved Ad Hoc Query Results

**STEP 2.** Enter the name of the saved query you want to view, or print, or press <F2> for a list; highlight the one you want to run, and press <Enter>. This will insert the name into the "Query Name" field.

**STEP 3.** To view the query, press <F8/F2>. Refer to paragraph 7.3.2.2 for information about viewing a query.

**STEP 4.** To print the query, press <F8/F1>. Refer to paragraph 7.3.2.1 for information about printing a query.

#### 7.4.5 View Saved Ad Hoc Query Statements.

Use this procedure to view the SQL statements of a saved "Ad Hoc Query". This option lets you see the SQL statements that result from automatic generation of your saved SQL query. You can use this information to learn how SQL is used and to copy SQL code for use with "Advanced Ad Hoc



Query”.

- STEP 1.** List saved queries by pressing **<6/Enter>**. A box listing the saved ad hoc queries will appear.

Query Name	Query Type	Query Access
>Count Individual Transfer out	Advanced	Public
This query will count the National stock number for all LTO and the count is the quantity of items(NSN).		
Master Location - Ft. Stewart	Basic	Public
Search for lin 102	Advanced	Public
Search for lin 102 for dueouts		
Temp Loan/Name - Ft. Stewart	Basic	Public
ad hoc none	Basic	Private
bdu dx for bdus on polk	Advanced	Public

Highlight your selection and press RETURN

Figure 7.4-4. View Saved Ad Hoc Query Statements

- STEP 2.** Highlight the query name you want to view and press **<Enter>**. The SQL statements will appear on-screen.

- STEP 3.** When done viewing, type **<q/Enter>** to return to the “Ad Hoc Query” menu.

## 7.5 AD HOC QUERY SAMPLES

This section demonstrates how to make some sample reports using “Basic Ad Hoc Query”. This is not intended to be an extensive tutorial. You are urged to substitute any fields you want for the ones shown in the examples. In so doing, you will find how easy it is to create ad hoc queries. Remember that the database is not altered in any way when you create or run an ad hoc query.

### 7.5.1 Creating and Manipulating Simple Reports.

#### 7.5.1.1 Create a Simple Report.

Use the following procedure to create a simple report that contains three columns of data, sorted by the data in the first column.

- STEP 1.** Select **Option #1**, “Create a Basic Ad Hoc Query”, from the “Ad Hoc Query” main menu. The “Basic Ad Hoc Query” screen will appear.

- STEP 2.** Enter **“FIELDS” input** (required field). Press **<F2>** to list fields.

- STEP 3.** Mark the fields shown below. To do this, first highlight the field, then press **<F2>** to mark it.

BIRTH\_DT      IND\_SSN      RANK

If one of the fields shown above is not in your field list, mark some other similar field.

- STEP 4.** When done marking fields, press **<Enter>** to return to the “Basic Ad Hoc Query” screen. An asterisk will appear in the “Fields” input field. Press **<Enter>** again to go to the first “Order By” field in the Sort Fields area.

- STEP 5.** Enter **“ORDER BY” input**. Enter the BIRTH\_DT field here. Press **<Enter>** again to move the cursor to the “Ascending/Descending” field.

- STEP 6.** Enter **“ASCENDING/DESCENDING” input**. Type “A” for ascending order, then press

<Enter>.

**STEP 7.** When done, press <F8/F2> to generate a report for screen viewing.

**RESULTS:** Notice that the dates are in ascending order, as you specified.

**NOTES:**

1. The columns are output in apparently random order because you did not use the SET ORDR option (paragraph 7.3.1.2) to set the order of the fields in the output columns.
2. If information was not displayed in your report, it is probably because no data existed that matched your query. Recheck your query carefully if you think this is an error.

**STEP 8.** When finished reviewing the report, press <F3> to go to the “Save Ad Hoc Query” Screen. Then save it, as described in paragraph B.2.5 and return to the “Ad Hoc Query Conditions” screen.

#### 7.5.1.2 Select a Range of Values for Dates.

Use the following procedure to select a range of values for the report you created in paragraph 7.5.1.1. This example will list only those with dates between 1 January 1960 and 1 January 1963.

**STEP 1.** Enter “FIELD” data. Type “BIRTH\_DT” <Enter>. (Or, press <F2> to list the fields and select BIRTH\_DT.)

**STEP 2.** Enter condition. Type “>” and press <Enter>. Or, press <F2> for a list of operators, move the highlight to “> greater than”, and press <Enter>.

**STEP 3.** Enter “VALUE” data. To list the dates after 1 January 1960, type 19600101 and press <Enter>.

**STEP 4.** Enter AND/OR data. Press <a><Enter> to populate this field with “AND.”

**STEP 5.** Enter “FIELD” data. Enter “BIRTH\_DT” as you did in STEP 3.

**STEP 6.** Enter condition. Type “<” and press <Enter>.

**STEP 7.** Enter “VALUE” data. To list the dates before 1 January 1963, type 19630101 and press <Enter>.

**STEP 8.** Press <F8/F2> to generate your report for viewing on-screen.

**RESULTS.** When the report appears, notice that the first column of data contains the “BIRTH\_DT” values.

Unlike the previous report, which showed every value, the dates shown range between the dates that you entered. This is because you placed conditions on the query using the “Basic Ad Hoc Query” Conditions screen.

#### 7.5.1.3 Select a Range of Values for Names.

The procedure given in paragraph B.5.1.2 shows how to place conditions on the output so you can control more precisely, what information is reported. Here are two other examples that use conditions to specify various ranges of values.

#### 7.5.1.4 Search for Names by First Letter.

This procedure is based on the sample report shown in paragraph 7.5.1.2. This sample lists all values in the LASTNAME field that begin with the letter S.

- STEP 1.** Enter “FIELDS” data in the “Basic Ad Hoc Query” screen. Use “LASTNAME” as the “Fields” input. (To unmark any marked field, highlight it and press <F2>).
- STEP 2.** Enter “ORDER BY” value. Place “LASTNAME” into the first “Order By” input field, and press <Enter>. Choose “Ascending”.
- STEP 3.** Press <F3> to display the Basic Ad Hoc Conditions screen.
- STEP 4.** Enter values. In “Field 1” enter “LASTNAME”. In the “Condition” field, enter “LIKE”. In the “Value” field, enter “S%”. The “%” is a special “wildcard” character that matches any number of characters.
- STEP 5.** Press <F8/F2> to generate and display the report.

#### 7.5.1.5 Search for Names with Alternate Spellings.

This query searches for all LASTNAME values that are spelled a certain way (“Anderson” or “Andersen”, in this case).

- STEP 1.** Enter “FIELDS” data in the “Basic Ad Hoc Query” screen. Use “LASTNAME” as the “Fields” input. (To unmark any marked field, highlight it and press <F2>).
- STEP 2.** Enter “ORDER BY” value. Place “LASTNAME” into the first “Order By” input field, and press <Enter>. Choose “Ascending”.
- STEP 3.** Press <F3> to display the Basic Ad Hoc Conditions screen.
- STEP 4.** Enter values. In “Field 1” enter “LASTNAME”. In the “Condition” field, enter “LIKE”. In the “Value” field, enter “ANDERS\_N”. The “\_” is special wildcard character that matches any one character.
- STEP 5.** Press <F8/F2> to generate and display the report.

## 8 ISM USER INTERFACE STANDARDS

The ISM applications have been designed and written to be consistent in the way in which they are accessed and used. The method of use or 'interface' with the ISM was designed using the Extended Terminal Interface Prototype (ETIP). This development tool has made the use of the applications standard throughout each ISM. A standard interface provides the user with consistency, on-line help, menus, function keys, and prompts to assist the user at each step throughout the application. The interface standard is easy to use if learned once for an application, the learning process for additional applications will be minimal.

### 8.1 SCREEN LABELED FUNCTION KEYS (SLK)

Notice the indication of eight (8) keys at the bottom of the terminal screen. These eight (8) keys, the Screen Labeled Function Keys (SLK), correspond to the F1 through F8 function keys on the keyboard. They will always appear at the bottom of the screen as long as the terminal being used supports function key labeling. (If the terminal being used does not support function key labeling, then the space at the bottom of the display will be used.) In place of the actual key label, the system will show a word(s) to indicate the current options available and what action you will take when you press that key.

There are two sets of SLK. The first set contains the functions used most commonly while in an ISM application.



Figure 8.1-1. Screen Labeled Function Keys (I)

This is the set of SLK displayed when first entering an ISM. The functions available via these SLK are:

F1 HELP	display HELP
F2 PREVPAGE	display previous page of current text
F3 NEXTPAGE	display next page of current text
F6 CANCEL	Cancel the operation and return to previous screen
F7 CMD-MENU	not active in ISM applications
F8 CHG-KEYS	switch to second set of SLK

All SLK options always occur on the same key. For example, CANCEL will always appear on the F6 key. Other commands that may appear on the first set of SLK include:

F1 PRINT	Print the requested report
F2 VIEW	View the requested report
F2 CHOICES	Access a selection list of possible choices. Use this for selecting and inserting a value into a field when filling out a form.
F3 SAVE	Proceed with operation. The exact meaning of this option is always spelled out on the screen. In general, this is used to indicate that the pending operation is to be performed or in case of forms that the data entered should be processed.

Pressing the SLK labeled CHG-KEYS will display a second set of SLK. Pressing CHG-KEYS repeatedly will toggle between the first and second set of SLK.



Figure 8.1-2. Screen Labeled Function Keys (II)

The functions available via these SLK are:

F7 FRM-MGMT Access the Frame Management Menu

F8 CHG-KEYS Toggle between first and second set of SLK

Other commands that may appear on the second set of SLK include:

F1 PRINT Print the requested report

F2 VIEW View the requested report

F3 XMIT Transmit the requested report

The Frame Management Menu is accessible at all times and provides the following options:

Table 8-1. Frame Management Menu Options	
OPTION	DESCRIPTION
<b>list</b>	List the open frames. Displays a list by name of all the frames currently displayed on the screen. If a frame is selected from this list, the selected frame becomes the active frame.
<b>move</b>	Move the active frame. Allows you to relocate the active frame to another position on the display. This adjustment of position is temporary and only effects the current frame.
<b>reshape</b>	Reshape the active frame. This allows you to change the length or width of the current frame within certain limits. This adjustment of shape is temporary and only effects the current frame.
<b>refresh</b>	Refresh the display. This option is useful when the display becomes garbled for any reason.
<b>Color Attributes</b>	Set Color Attributes. This option displays a form that allows you to select and set your color preferences for various aspects of the display. These settings are permanent but can be changed at a later time.

The SLK will help you make selections, process form entries, and access additional information needed to complete forms for processing.

## 8.2 HELP

Help is always available by pressing the SLK labeled HELP. HELP consists of one or more full screen text boxes that contain background, explanatory and “how to” information. The Help text displayed when you press the Help SLK will depend on where you are in the application that you are using. For example:

The ‘HELP’ displayed, while you are at the starting point, i.e., the “Master Menu”, will contain general information about the ISM and specific information about the menu selection that you have highlighted at the time you have pressed the HELP SLK.

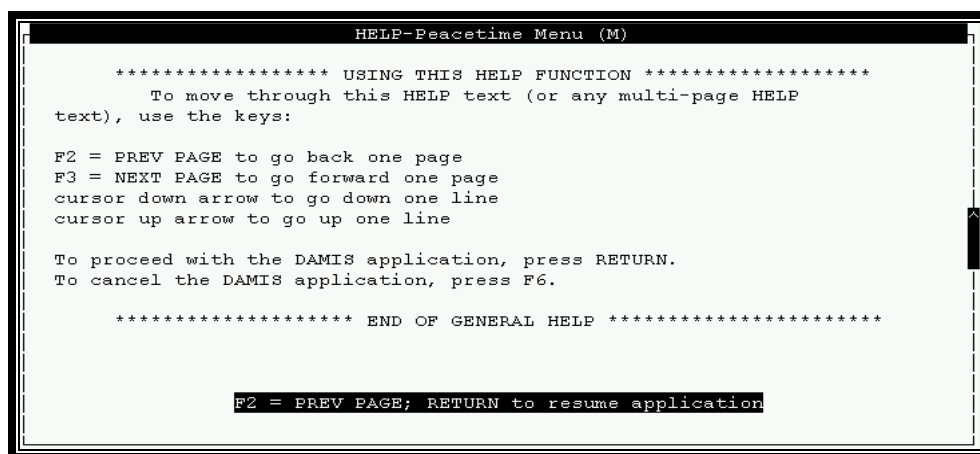


Figure 8.2-1. HELP Screen

The HELP displayed while a form is on the screen will contain an explanation of the overall form and often will show detailed instructions regarding each field in the form. Each 'HELP' screen will have additional instructions at the bottom of each screen indicating any further actions that can be taken while using HELP. You can see the examples of this in accessing the HELP when the initial ISM "Welcome to" screen appears upon logging on to your system.

Notice the highlighted instructions and the corresponding SLK for moving around in the HELP text. The shaded scrollbar on the right hand border of the screen will indicate with small vertical arrows if there is text before or after the current page.

Please note that you can accomplish the access to the ISM applications through different methods. These instructions are based on the use of the AT&T 605 terminal. If you are using another type of terminal or terminal emulation software to access the ISM applications, you may not be able to use the SLK as mentioned. In such cases, you may have to use Alternative Keystrokes. This table should help, if not, see your System Administrator.

Table 8.2. Alternate Keystrokes		
Keys	Alternative Keystrokes	Function
F1 through F8	Control-F 1 through Control-F 8	Screen Labeled Keys
Beg	Control-B	Display the first page
End	Control-E	Display the last page
Down Arrow or Scroll Down	Control-D or Control-F D	Scroll the display down by one quarter of a page
Up Arrow or Scroll Up	Control-U or Control-F U	Scroll the display up by one quarter of a page
Page Up	Control-V	Scroll up a page
Page Down	Control-W	Scroll down a page

### 8.3 MENUS

Menus are another feature of the standard user interface. Menus are shown and choices are made from these menus to move around in the application. Menu selections do not have to be accessed in the order that they appear. There are several ways to move through a menu and each menu that appears will have simple instructions to follow that will appear at the bottom of the screen.

One way to move through a menu is to use the UP and DOWN ARROW keys. Using these keys you

can move the highlighted bar up and down the menu. Pressing the DOWN ARROW while at the last selection in the menu will result in the highlight bar moving to the first menu selection. The reverse is true for using the UP ARROW while the highlight bar is at the first choice.

Additionally, you can access the menu items by typing in the key corresponding to the first character (usually a number) in the line that contains the choice. For example, when a menu appears on the screen, the highlight bar usually appears at the first choice. If you want to select the eighth (8th) item in the menu, press the 8 key on the keyboard. The highlight bar will move directly to that item.

If you move the highlight bar in this manner, and decide not to make that particular selection, you must use the UP and DOWN ARROW keys to move the highlight bar further.

Another type of menu that the ISM applications will have, is the CHOICE menu. These choices are not always numbered and they often contain text on each line. When these menus are displayed, the first character access method can be used with the added feature of being able to continue typing in characters until a specific match has been found. The terminal will beep if there are no other matches to the character sequence that has been entered.

You can access menus by additional methods, depending upon the type of menu that appears. You may use the Alternative Keystrokes.

Table 8-3. Alternative Keystrokes for Menus		
Keys	Alternative Keystrokes	Function
Next	Control-N	Move the next item
Prev	Control-P	Move to the previous item
Down Arrow	Control-D	Move down
Up Arrow	Control-U	Move Up
Beg or Home	Control-F B or Control B	Move to the first item
End or Home Down	Control-F E or Control E	Move to the last item

## 8.4 FORMS

Forms are another feature of the standard user interface. Forms are displayed and data entered into and displayed from the application using the various field of the form. A form may consist of a single screen or may consist of a number of screens. The data entered into the fields in a form does not update the application until you press the <F3 SAVE> key at the completion of the form. Then the system updates all the fields at once. The fields in a form do not have to be accessed in order. There are several ways to move between the fields in a form and each form that appears will have simple instructions to follow that will appear at the bottom of the screen. You may use the Alternative Keystrokes.

Table 8-4. Alternative Keystrokes for Selecting Fields		
Keys	Alternative Keystrokes	Function
NEXT or TAB	Control-N or Control-I	Move to the next field
PREV or SHIFT-TAB	Control-P or Control-T	Move to the previous field
BEG	Control-B	Move to the first field
END	Control-E	Move to the last field

Table 8-4. Alternative Keystrokes for Selecting Fields		
Keys	Alternative Keystrokes	Function
Down Arrow	Control-D	Move down to the next field
Up Arrow	Control-U	Move up to the previous field

You may be able to edit the data entered into the field. The application edits some fields automatically. For example, the system may convert the data to upper case after you have entered in lower case. The system checks the date and numeric format fields for their validity.

If a list of valid choices to enter in to a field is available, pressing the SLK labeled CHOICES will cause a sub-menu to appear. Highlighting the desired entry and pressing <Enter> will cause the selected entry to be entered into the field. You may edit a data within a field using Alternative Keystrokes.

Table 8-5. Alternative Keystrokes for Editing Fields		
Keys	Alternative Keystrokes	Function
Left Arrow	Control-L	Move left within the current field
Right Arrow	Control-R	move right within the current field
SHIFT-Left Arrow	Control-F P	Move to the previous word in the current field
SHIFT-Right Arrow	Control-F N	Move to the next word in the current field
HOME	Control-F B	Move to the beginning of the current field
HOME DOWN	Control-F E	Move to the end of the current field
Del or Del Char	Control-X	Delete character at cursor
Del Line	Control-K	Delete line at cursor
SHIFT-Del	Control-F W	Delete word at the cursor
Clear EOL	Control-F Y	Clear to the end of line
Back Space	Control-H	Delete the character before the cursor
Clear or SHIFT-Clear Line	Control-Y	Clear the entire field
Opts	Control-F O	Display choices menu
ESC	Control-[	Toggle between insert and overwrite modes

## 8.5 PROMPTS:

Many screens and forms throughout the ISM application will contain brief messages to the user. These messages, displayed at the bottom of the screen, are **prompts** indicating what is expected in the way of keyboard action. Most commonly, when a menu appears, you will see:

Highlight your selection and press RETURN

You are to make a choice by moving the highlight bar to a menu item and select it by pressing the <Enter> key.



When a form appears, a prompt will appear at the bottom of the screen indicating what kind of information you are to enter in respective to the field where the blinking cursor appears.

## **8.6 DATES**

Date fields have the format YYYY/MM/DD. You do not require the ‘/’ separator and you may omit the leading century. If you enter the ‘/’ separator, you may omit leading zeros. For example, to enter the date of July fourth 1992, you may type 1992/07/04, 19920704, 920704, 92/07/04, or 92/7/4. In each case the date will appear in the standard format. You may use any non numeric character instead of ‘/’ as a separator when entering dates. For example, when using the numeric keypad to enter dates, you can use the “dot” (“.”) character instead of ‘/’. The entry “today” in any date field will populate that field with the current date.